

# BURLINGTON, MASSACHUSETTS ANNUAL REPORT

OF THE TOWN OFFICERS / YEAR ENDING DECEMBER 2021

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**BURLINGTON, MASSACHUSETTS**  
**ANNUAL REPORT**  
**OF THE**  
**TOWN OFFICERS**  
**YEAR ENDING DECEMBER 2021**



*New DPW Building  
(Photo: T. Keene)*

***Cover:*** New DPW Building - Photograph Courtesy of Terri Keene

***Financial Reporting:***

- John Danizio, Town Accountant
- Whitney Haskell, Budget Analyst
- Powers & Sullivan, LLC, Certified Public Accountants

***Elections / Town Meeting & Committee Members / Town Meeting Minutes:*** Amy Warfield, Town Clerk

***Layout and Compilation:*** Lyn Mills and Kim Pigott Town Administrator's Office

***Cover layout and Printing by:*** Goodway Group, Burlington, MA





# BURLINGTON, MASSACHUSETTS ANNUAL REPORT OF THE TOWN OFFICERS YEAR ENDING DECEMBER 2021

**TOWN HALL HOURS:** 8:30 AM - 4:30 PM Monday, Tuesday and Thursday  
8:30 AM - 7:00 PM Wednesday  
8:30 AM - 1:00 PM Friday

Burlington Website: <https://www.burlington.org/>

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## BURLINGTON ADMINISTRATION

• Animal Control Officer	Gerald Mills
• Appraiser/Assistant Assessor	James Doherty
• Archivist/Records Manager	Daniel McCormack
• Board of Health Director	Susan Lumenello
• Inspector of Buildings	Mark Dupell
• Conservation Administrator	John Keeley
• Council on Aging Director	Margery McDonald
• Department of Public Works Director	John Sanchez
• Economic Development Director	Melisa Tintocalis
• Environmental Engineer	Christine Mathis
• Fire Chief/Emergency Management Director	Michael Patterson
• Health Agent/Sanitarian	Marlene Johnson
• Human Resources Director	Joanne Faust
• Library Director	Michael Wick
• Metropolitan Area Planning Council Rep(MAPC)	Michael Espejo, Planning Board
• MWRA Designee	John Sanchez
• Parks and Recreation Director	Brendan Egan
• Planning Director	Kristin Kassner
• Police Chief	Michael Kent/Thomas Browne
• MIS Manager	Jose DeSousa
• Superintendent of Schools	Dr. Eric Conti
• Town Accountant/Assistant Town Administrator	John Danizio
• Town Administrator	Paul F. Sagarino, Jr.
• Town Clerk	Amy Warfield
• Town Counsel	Mead, Talerman & Costa, LLC
• Labor Counsel	Norris, Murray &Peloquin
• Town Engineer	Thomas Hayes
• Town Treasurer / Tax Collector	Gary Gianino
• Veteran Services Director / ADA Coordinator	Christopher Hanafin
• Youth & Family Services Director	Christine Shruhan



## DIRECTORY

	TELEPHONE	E-MAIL
Main Office Connecting all Departments	781-270-1600	
Main Fax	781-270-1608	
Accounting Department	781-270-1610	<a href="mailto:accounting@burlington.org">accounting@burlington.org</a>
Assessors	781-270-1650	<a href="mailto:assessor@burlington.org">assessor@burlington.org</a>
BCAT	781-273-5922	<a href="mailto:bcattv.org">bcattv.org</a>
Burlington Community Transportation	781-270-1965	<a href="mailto:Burlingtonpublictransit@burlington.org">Burlingtonpublictransit@burlington.org</a>
Board of Health	781-270-1955	<a href="mailto:boh@burlington.org">boh@burlington.org</a>
Building Department	781-270-1615	<a href="mailto:building@burlington.org">building@burlington.org</a>
Burlington Housing Authority	781-272-7786	<a href="mailto:bha@burlingtonhama.org">bha@burlingtonhama.org</a>
Burlington Youth & Family Services	781-270-1961	<a href="mailto:byfs@burlington.org">byfs@burlington.org</a>
Conservation Commission	781-270-1655	<a href="mailto:conservation@burlington.org">conservation@burlington.org</a>
Council on Aging	781-270-1950	<a href="mailto:coa@burlington.org">coa@burlington.org</a>
Disability Access Commission	781-270-1749	<a href="mailto:dac@burlington.org">dac@burlington.org</a>
Economic Development	781-505-1186	<a href="mailto:mtintocalis@burlington.org">mtintocalis@burlington.org</a>
Fire Department	781-270-1925	<a href="mailto:fire@burlington.org">fire@burlington.org</a>
Emergency/Ambulance	911	
Communications for the Deaf	911	
Housing Authority	781-272-7786	<a href="mailto:BHA@burlingtonhama.org">BHA@burlingtonhama.org</a>
Library	781-270-1690	<a href="mailto:library@burlington.org">library@burlington.org</a>
Information Technology	781-270-6800	<a href="mailto:it@burlington.org">it@burlington.org</a>
Planning Board	781-270-1645	<a href="mailto:planning@burlington.org">planning@burlington.org</a>
Police Department	781-272-1212	<a href="mailto:police@bpd.org">police@bpd.org</a>
Emergency/and Communications for the Deaf	911	
Public Works	781-270-1670	<a href="mailto:dpw@burlington.org">dpw@burlington.org</a>
Chestnut Hill Cemetery	781-229-1879	
Pine Haven Cemetery	781-270-1982	
Central Maintenance	781-270-1678	
Engineering	781-270-1640	<a href="mailto:engineering@burlington.org">engineering@burlington.org</a>
Highway	781-270-1677	<a href="mailto:dpw-highway@burlington.org">dpw-highway@burlington.org</a>
Water & Sewer Utilities	781-270-1679	
Sewer Section	781-270-1679	
Vine Brook Water Plant	781-270-1648	
Recreation	781-270-1695	<a href="mailto:recreation@burlington.org">recreation@burlington.org</a>
School Department & High School	781-270-1800	
Fox Hill Elementary	781-270-1791	
Francis Wyman Elementary	781-270-1701	
Marshall Simonds Middle	781-270-1781	
Memorial Elementary	781-270-1721	
Pine Glen Elementary	781-270-1712	
Selectmen Main Line	781-270-1600	<a href="mailto:selectmen@burlington.org">selectmen@burlington.org</a>
Selectmen Staff	781-270-1635	<a href="mailto:selectmenstaff@burlington.org">selectmenstaff@burlington.org</a>
Shawsheen Regional Tech	978-667-2111	
Tax Collector	781-270-1625	<a href="mailto:tax@burlington.org">tax@burlington.org</a>
Town Administrator	781-273-7600	<a href="mailto:selectmen@burlington.org">selectmen@burlington.org</a>
Town Clerk	781-270-1660	<a href="mailto:clerk@burlington.org">clerk@burlington.org</a>
Treasurer	781-270-1623	<a href="mailto:treasurer@burlington.org">treasurer@burlington.org</a>
Veterans' Agent	781-270-1959	<a href="mailto:veterans@burlington.org">veterans@burlington.org</a>
Zoning Board of Appeals	781-505-1150	<a href="mailto:boa@burlington.org">boa@burlington.org</a>



ANNUAL REPORT OF THE  
TOWN OF BURLINGTON, MASSACHUSETTS  
[www.burlington.org](http://www.burlington.org)

A part of Woburn in 1642, a Woburn Precinct as of 1730.

Burlington was incorporated as a town on February 28, 1799.

Population as of January 1st: 26,186

Area of Town - 7,577 acres or 11.88 square miles.

Tax Rate FY21 - Residential: \$9.95 Tax Rate FY21 - Commercial: \$26.64

Elevation at Town Hall - 220 feet above sea level.

<b>Governor:</b>	<b>Charles Baker</b> State House, Room 360 Boston, MA 02133	<a href="http://www.mass.gov">www.mass.gov</a> 617-725-4005
<b>U.S. Senators:</b>	<b>Elizabeth Warren</b> 317 Hart Senate Office Bldg Washington, DC 20510	<a href="http://www.warren.Senate.gov">www.warren.Senate.gov</a> 202-224-4543
	<b>Edward Markey</b> 218 Russell Senate Office Bldg Boston, MA 02203	<a href="http://www.Markey.Senate.gov">www.Markey.Senate.gov</a> 202-224-2742
<b>Congressman:</b> 6th District	<b>Seth Moulton</b> 1408 Longworth House Office Building Washington, DC 20510	<a href="http://moulton.house.gov/">http://moulton.house.gov/</a> 202-225-8020
<b>Councilor:</b> 3rd District	<b>Marilyn M. Petitto</b> State House, RM 184 Boston, MA 02133	617-725-4015 x3
<b>State Senator:</b> 4th Middlesex	<b>Cynthia Friedman</b> State House, Room 208 Boston, MA 02133	<a href="mailto:Cindy.Friedman@state.ma.us">Cindy.Friedman@state.ma.us</a> 617-722-1432
<b>Representative:</b> 21st Middlesex	<b>Kenneth Gordon</b> State House, Room 146 Boston, MA 02133	<a href="mailto:ken.gordon@mahouse.gov">ken.gordon@mahouse.gov</a> 617-722-2575

Scheduled board/committee meetings are posted at Town Hall and are published as a monthly calendar on the Town's web page [www.burlington.org](http://www.burlington.org)

**TOWN HALL SCHEDULE** Open: 8:30 AM - 4:30 PM, Monday, Tuesday and Thursday;  
8:30 AM – 7 PM, Wednesday; 8:30 AM – 1 PM, Friday



**TOWN HALL EMPLOYEE RETIREMENTS AND MILESTONES****2021 RETIREMENTS**

		<b><u>DATE RETIRED</u></b>
Gail Fay, Police	Dispatcher	January 1, 2021
Spiros Tsingos, Police	Patrol Officer	January 1, 2021
Tom Fournier, Police	Patrol Officer	January 7, 2021
Kevin Browne, Fire	Fire Captain	January 9, 2021
William Soda, Police	Patrol Officer	January 11, 2021
Bernard Schipelitti, Police	Sergeant	January 31, 2021
Anne Maria Browne, Police	Patrol Officer	June 1, 2021
Albert Gagne, Police	Detective	June 6, 2021
Chief Michael Kent, Police	Chief of Police	June 30, 2021
Michelle Maguire, Accounting	Accounting Specialist	July 16, 2021
Nancy Santilli, Recreation	Office Assistant	July 31, 2021
Jim McDonough, Building Department	Wiring Inspector	December 24, 2021
Betty McDonough, Select Board Office	Office Manager	December 24, 2021
Sandi Madigan, Select Board Office	Administrative Assistant	December 31, 2021

**2021 MILESTONES****5 YEARS OF SERVICE**

Gina Fernandez, Police	Michael Desimone, DPW
Eric Magee, Police	Jessie Hampson, Recreation
Lyn Mills, Town Administrator's	Nikolas Saledas, Police
Jamie Phillion, DPW	Kathleen Smith, Police
Michael Wick, Library	Lewis McMahon, Recreation
Jennifer Priest, Y&FS	Brian McCarthy, DPW

**10 YEARS OF SERVICE**

Carol Derosa, Police	Casey Silva, Information Systems
Eric Fitzgerald, Fire	Linda McNeill, Clerk's
James Hanafin, Police	Laura Sorensen, DPW
Sean Killilea, Fire	Paul Omeara, Fire

**15 YEARS OF SERVICE**

Jeffrey Boucher, Fire
Eric Holey, Fire
John Sanchez, DPW
David Outerbridge, Police

**20 YEARS OF SERVICE**

Thomas Browne, Police  
Mark Cedrone, Fire  
Debra Giardina, COA  
Margery Yetman, COA

Jean Gallant, Town Administrator's  
Thomas Hayes, DPW Engineering  
Rosemarie Tieri, Police

**25 YEARS OF SERVICE**

Timothy Kirchner, Police  
David H. McLean, Police

**30 YEARS OF SERVICE**

Richard Hovasse, Fire  
Michael Hanafin, Fire

**35 YEARS OF SERVICE**

William Baker, Recreation



## IN MEMORIAM

Notification received for following employees, board and committee members and volunteers who passed away during 2021

Duffy	James	1/3/2021	Custodian
Connerty	Frances	1/12/2021	School Secretary
LeClerc	Paul	1/29/2021	School Custodian
Mastenbrook	Sharon	1/31/2021	Board of Health Director
Moynihan	Barbara	2/16/2021	Volunteer
Bevis	Walter	3/13/2021	Police Lieutenant
Cosgrove	Barry	3/18/2021	Police Lieutenant
McLaughlin	Paul	5/17/2021	Firefighter
Brown	Babara	6/8/2021	School Cafeteria worker
Saklad	Joan	6/14/2021	Librarian
Strazdins	Valija	6/16/2021	Volunteer
Heneghan	Margaret	7/13/2021	Outreach Worker
Travers	Major	9/18/2021	Firefighter
Castellano	Eleanor	9/19/2021	School Cafeteria worker
Perry	Alfred	9/24/2021	High School Principal
Sciuto	Alfred	10/16/2021	Police Officer
Marshall	Henry	10/21/2021	Firefighter
Sonnenschein	Phyllis	11/5/2021	Teacher
Olansky	Sandra	11/27/2021	Teacher
O'Leary	Anne	12/7/2021	Teacher
Fallon	Arthur	12/26/2021	Teacher

## SELECT BOARD AND TOWN ADMINISTRATOR



### *Select Board*

*Back row (l to r) Joseph Morandi; Robert Hogan*

*Front row (l to r) Michael Runyan; James Tigges, Chairman; Nicholas Priest, Vice-Chairman*

*Photo: L. Warfield (circa 2021)*

### **ADMINISTRATION AND DEPARTMENT STAFF**

*Paul F. Sagarino, Jr., Town Administrator*

*Melisa Tintocalis, Economic Development Director*

*Betty McDonough, Office Manager and Select Board Recording Clerk*

*Lyn Mills, Administrative Assistant II*

*Jean Gallant, Administrative Assistant I*

*Sandi Madigan, Administrative Assistant I*

### **WEBSITE**

<https://www.burlington.org/554/Board-of-Selectmen>



## **PURPOSE**

The Select Board is an elected body of five members and comprises the Chief Executive Branch of the local government. The Town Administrator acts as the chief administrative officer and is responsible to the Select Board for the efficient administration and coordination of all matters that come under the jurisdiction of the Select Board.

## **MISSION STATEMENT FOR THE SELECT BOARD AND ADMINISTRATION**

- To provide services that promote the health and safety of residents and a high quality of life, while preserving and protecting the natural resources of the Town.
- To foster high standards of public service and effective cooperation among Town employees by providing a supportive work environment and competitive compensation, by recognizing excellent performance, and being responsive to the needs and interest of Town employees.
- To continue to provide pro-active support and cooperation in pursuit of high quality education programs and services in the Town.
- To provide services as economically as possible so that living or doing business in the community remains affordable, while preserving something close to the current balance of reliance on residential and commercial property.
- To create a sense of community within the Town (to develop the "soul" of the community), while recognizing the "mixed" diverse nature of the community.
- To support a strong economic base through effective land use planning.

The office is responsible for overall coordination of Town affairs and provides oversight of departments under the jurisdiction of the Board. Activities include budget coordination, licenses, annual report, personnel coordination, economic development and providing overall direction for future success.

Besides the five members of the Board and Town Administrator, the office is staffed with an office manager and three clerks. We are located on the second floor of Town Hall and further information can be found on the website.

## **COVID-19**

For the second year in a row the worldwide pandemic continued to impact The Town of Burlington, our residents, and our businesses. A pattern began to emerge of a post-holiday surge in Covid positive cases followed by declining case numbers in the spring and summer with positive cases ramping up in the fall through the holidays. The landscape shifted with the availability of vaccines in early 2021. After some difficulties in the initial distribution to the masses, the vaccines became widely available in the spring and many town residents did get vaccinated. The Town's high vaccination rates mirrored those of Middlesex County and the State as a whole. As 2021 came to a close, the Omicron variant became predominant in Massachusetts. This strain of Covid spread uncontrollably but on a positive note it seemed to result in less serious illness for many that were afflicted. We are hopeful that this signals a weakening of the virus and is a sign of better days to come for everybody in 2022. These past two years have been extremely difficult times for our employees, residents, and businesses and the Select Board and the Town Administrator's Office would like to take this opportunity to say thank you. We remain grateful for our

employees and their willingness to overcome challenging circumstances to continue to deliver services to residents in innovative ways throughout the pandemic. We continue to receive understanding and cooperation from our residents and businesses despite the fact that many have suffered. Trying times continue to bring out the best in people and our residents and businesses continue to support each other in ways we had never imagined.

### **DPW/Recreation Facility**

In July, the Town marked an important milestone in its initiative to provide a modern facility for our Public Works and Recreation Maintenance Departments with a ribbon cutting ceremony for the completion of Phase 1 of the replacement facility. Phase 1 of the project is a facility that was built on Great Meadow Road on land purchased by the Town several years ago that was formerly the site of Clark & Reid moving company. This part of the project will house our Recreation Maintenance Department as well as DPW's Central Maintenance Division. This facility will allow the capacity to store all of the Recreation Department's expensive trucks and equipment indoors undercover as well as provides the Central Maintenance division with state of the art lifts and equipment needed to service the town's municipal fleet. Upon completion of Phase 1, construction efforts shifted immediately down the street to the existing DPW facility which is Phase 2 of this project. This facility will house the DPW's Highway and Water/Sewer Divisions. By December, significant progress had been made on Phase 2 and much of the structural steel was in place. We look forward to updating the progress made on Phase 2 in the upcoming year.

### **MWRA Phase 2A Water Connection**

The completion of the Town's Phase 1 connection to the MWRA on Adams Street in December 2020 was an important milestone. This emergency connection is able to provide the Town with one million gallons per day which is great news, but by itself cannot provide full redundancy to our water system that is needed. As a result, the Town continues to have outdoor watering restrictions in order to provide enough water for domestic use and fire protection.

In January 2021 Town Meeting appropriated \$9.9 million in borrowing to supplement the \$3.5 million previously approved for the design of the project in June of 2020. The Town was able to reduce January's funding request by \$3.5 million due to the receipt of the generous grant award from the Commonwealth of Massachusetts' Massworks Program in 2020. Phase 2A of the project will construct a new water main from Burlington to the MWRA water connection in Arlington through Lexington. This pipe will have a capacity of three and one half million gallons a day and will allow the town to discontinue the use of the Vine Brook Treatment Plant and will provide limited redundancy to our system during the periods of low use during the fall, winter and spring. Phase 2A was designed throughout 2021 and we were able to successfully secure all the necessary approvals needed, in particular an easement and intermunicipal agreement with the Town of Lexington. Construction on Phase 2A is anticipated to begin in earnest as the ground thaws in 2022. The last phase of this project, Phase 2B, extends the connection from Adams Street north along Middlesex Turnpike to Mall Road. The last phase will provide full redundancy to our water system even during periods of high water usage such as what we typically experience during the summer.

I wish to express my continued gratitude for the efforts of our Public Works Director, John Sanchez and his team. This is a challenging and complex project that has been administered smoothly from the start.

### **MassWorks Infrastructure Grant**

In November of 2021, the Town was rewarded with an additional grant of \$1M dollars from the Commonwealth of Massachusetts Massworks Infrastructure Program to support the Town's MWRA water connection project. This is a very competitive grant process and for a community to receive awards in consecutive years for the same project is unusual but this is a reflection of the significance of the Town's MWRA water connection project to the region's economic recovery. The grant directly reduces the overall cost of this project to our residents and businesses. This year's grant submission was



spearheaded by the Town's DPW analyst Rachel Leonardo and DPW Engineer Stephen Hildreth with assistance from our Economic Development and Planning offices. Kudos to the team for their outstanding work.

### **Nordblom Water Agreement**

In April, the Select Board finalized a long discussion with the Nordblom Company that began over 10 years ago under Town Administrator Bob Mercier when we became aware that ¼ dioxane levels began to rise in the Vine Brook aquifer. The primary site identified through scientific modeling as causing the issue was owned by the Nordblom Company. We worked cooperatively with the Nordblom team over the next several years as it was suggested that the ¼ dioxane problem would reverse itself over time. That unfortunately did not materialize and as we know, we ultimately shut down 3 wells out of an abundance of caution and well before 1/4 dioxane limits were nearing prohibited levels. The shutdown of these wells caused us a loss of 1M GPD in production. At this point we had to intensify our discussions with the property owner as the issue was now affecting our ability to produce enough water to meet the Town's needs. Through substantial collaboration and negotiation we were able to come to this agreement which we think is a fair and reasonable resolution to address this issue. The key points of the agreement are as follows:

- *The Town will receive 23 annual payments of \$190,634 starting January 15, 2022. (Totaling \$4,384,582) As I mentioned previously, due to the shutdown of the wells we lost the ability to produce approximately 1 MGD. This total payment equates to the entrance fee we will pay to the MWRA over time for the use of 1 MGD so there is some logic as to how we arrived at this sum.*
- *The Town agreed to discontinue the use of the Vine Brook Treatment when Phase 2A of the MWRA project is complete but no later than 1/1/2026. Phase 2A is the large pipe between Adams Street and Arlington by way of Lexington. Our plan was to discontinue the use of this plant when the MWRA connection was complete anyway as this is not a clean supply of water due to prior contamination and increasingly more stringent federal and state guidelines.*
- *The Town agrees to attempt to formally abandon the Vine Brook Aquifer by applying to the DEP for permission. We are not sure what this entails or if we are allowed to do so but we agree to attempt this for the same reason mentioned previously. We do not think this is a good water source for the Town going forward.*
- *The Town agrees to not object to Nordblom's petition to the DEP to discontinue its requirement to pump and treat the groundwater at Northwest Park. Nordblom is currently under a DEP order to pump groundwater, treat it, and put it back in the ground (theoretically treating contaminants in the water before it reaches our wellfield). This system would no longer have any benefit to us since we don't intend to use this source of water in the future.*

We could not have come to this agreement without the assistance of many. First of all I would like to thank the Select Board for their unwavering support for the administration during this long process. We had a lot of ups and downs over the years and with their guidance we were able to make it through this point. Thank you to DPW Director John Sanchez whose technical expertise in this subject matter was invaluable to our team. Although he never wishes to be thanked, I would like to thank Bob Buckley who was extremely helpful in keeping this conversation moving forward over a long period of time. I would also like to offer a very special thanks to Mr. Peter Nordblom. This was a very long and difficult negotiation with plenty of disagreement and whenever we reached an impasse, Mr. Nordblom got involved and we were able to keep the discussion moving in a positive direction.

### **Water Contamination - PFAS**

Recently, the Massachusetts Department of Environmental Protection (MassDEP) issued a new drinking water regulation that limits the sum of six PFAS compounds (known as the PFAS6) to 20 nanograms per liter (ng/L), also equal to 20 parts per trillion (ppt). The new state drinking water standard requires public water suppliers to test for the presence of PFAS.

PFAS are a family of chemicals used for nonstick, stain-resistant and water-proof coatings, and in numerous consumer products, industrial uses and firefighting foams. Manufacturing of certain PFAS was discontinued in the U.S. decades ago, but they may still be used in imported products. PFAS are resilient and do not degrade easily. As a result, they are widely found in the environment as products are disposed of and PFAS leaches into the soil and water, finding its way to food and drinking water sources.

In April 2021 we completed the first round of testing and received results from the laboratory which unfortunately exceeded the limit at both treatment plants. Given that the Town plans to abandon the Vine Brook Water Treatment Facility upon completion of the MWRA Connection, we immediately moved to develop a plan to remediate the issue at the Mill Pond Treatment Plant. The Select Board authorized \$500K in Federal ARPA funding for the design and Town Meeting approved \$15M for construction of the additional space and filtration system. The project was permitted thru December and is ready to be constructed in 2022. In the meantime the Town has utilized the MWRA connection in Lexington as much as possible to mitigate the impact in the water system.

### **Name Change from Board of Selectmen to Select Board**

After initially being derailed by the pandemic, the board continued with this plan in January as Town Meeting passed three articles to effectuate the change. The intention of this initiative was to change the name of the Board of Selectmen to Select Board wherever it appears in the Town's General Bylaws, Zoning Bylaws, and our special act which allowed for Representative Town Meeting, Chapter 686 of the Acts of 1970. There is no change to the role, responsibility, or authority of the board, it is simply intended to update the name to be more modern and consistent with other local governments today. Many communities in Eastern Massachusetts have adopted this change over the last several years including several of our neighbors. We received word in the fall that the legislature had approved the changes to Chapter 686 of the Acts of 1970 which was the final approval that was needed.

### **Financial Update**

Prior to March of 2020 the Town of Burlington had performed admirably when it comes to financial stability. A major factor contributing to this performance has been the Town's consistent conservative methodology in managing its budgeting and tax levy. It was this conservative budgeting approach and careful financial planning that put us in the best possible position to weather the COVID-19 global pandemic and the financial crisis that comes along with it. The commercial tax base that the Town enjoys has afforded it the opportunity to be fiscally conservative while maintaining a high level of service and without having to impose higher property taxes or onerous fees. Unlike many Massachusetts communities, layoffs or reductions in services have been avoided. The Town continues to maintain a healthy position with financial reserves. The Town ended the fiscal year with an unused taxing capacity of \$12.5 million, a Stabilization Fund balance of \$10.5, and an additional Other Post-Employment Benefits Fund balance of \$11.8 million. Free Cash was certified at over \$18.7 million for June 30, 2021 and the Town's bond rating remains at the highest possible level at AAA by Standard & Poor's which is reflective of the Town's continued adherence to conservative financial policies, such as aggressively paying down debt or the "pay as you go" capital plan policies.



As we worked through the FY2022 budget process, the state of our local economy remained at the forefront of our deliberations. Although the Town's business community has shown great resilience throughout the pandemic, we remain concerned about our hospitality, retail, and office sectors as we move forward. A summary of our budget results follows. The overall growth in the budget was 3.94% while the tax levy increased at 4.92%. The increase to the average single-family tax bill was 4.83% (\$264). The Town will continue to forecast all expected revenues very conservatively, while moderating the growth of our overall budget. We owe a great deal of thanks to our finance team for its continued guidance and oversight of our financial condition, particularly during this unprecedented pandemic related fiscal predicament that we now find ourselves in.

## CHANGES

In early 2021, our Police Chief Michael Kent alerted the Board of his intent to retire in June of 2021. Chief Kent came to Burlington from Amherst in 2010 and is credited with modernizing the department over the past decade. Through his leadership, the department emphasized and focused on officer training and bringing cutting edge thoughts, ideas, and techniques in policing here to Burlington. The Chief felt that these training opportunities shouldn't be reserved for the brass but should be spread around to officers of differing levels of experience and responsibility. The Chief's decision to focus on forward thinking policing ideas has paid dividends for us many years later and in particular in the past several years as the public demanded that we look at ways to reform policing. We took great comfort in knowing that many of the suggestions for improving policing had already been implemented here in Burlington years ago. We are grateful to Chief Kent for all that he has done in Burlington and we wish him well on all of his future endeavors.

Fortunately for Burlington, planning had already been done to determine the next Chief several years earlier when the position of Deputy Police Chief was created and filled by Tom Browne. Tom is a lifelong Burlington resident having grown up on Manhattan Drive. He is the son of the late Margaret "Peg" Browne and the late Jim Browne. He comes from a family of public servants, being the 6<sup>th</sup> of 7 children and the youngest of 4 boys. All 3 of his brothers worked for the Burlington Fire Department with his oldest brother Kevin having recently retired after 35 years.

Tom graduated from Burlington High School in 1990 and he received his Bachelor's degree in Criminal Justice from UMASS Lowell. He started his Police career in New Hampshire, primarily with the Town of Hudson where he rose to the ranks of Sergeant prior to being appointed to the Burlington Police Department in 2001.

It would be difficult to list all of the different roles and responsibilities that Tom has held within the Department over the years. However, here are some of the highlights. He worked as a patrol officer and drug detective until being promoted to the position of Patrol Sergeant in 2004. As a sergeant he worked in the Traffic Division and again with the detectives, holding the position of department prosecutor, an important position which manages the department's relationship with the court system. In 2013 Tom was promoted to Lieutenant and was subsequently promoted to Deputy Chief in 2018.

Throughout his time within the department, Tom has had many accomplishments. He brought the department into compliance for its first ever Certification Award from the MA Police Accreditation Commission. He designed and implemented the department's current field training program to train our new officers. Tom also proposed, drafted and started the Burlington Police Drug Unit. Once the Town took the necessary steps to get the department removed from the civil service hiring system, an entirely new structure and process was needed to evaluate candidates who wish to become a Police Officer in Burlington. Tom designed and implemented the department's current recruitment process for new officers and researched and managed the department's first non-civil service promotional examination process all while ensuring that the new process was in compliance with collective bargaining agreements.

Tom's work in this area has become the model for communities statewide who wish to take the steps to transition their departments out of the civil service umbrella.

As Deputy Chief, Tom was responsible for the day-to-day operations of the department, under direction of Chief Kent. He was also responsible for the internal affairs function of the department and handling all department labor issues as the designee of the Chief of Police. Tom is also a certified instructor for the Massachusetts Police Training Committee and teaches Criminal Law and Criminal Procedure in the Haverhill, Lowell and Reading police academies. In his spare time, Tom went to law school and graduated cum laude. He passed the bar exam and is a member in good standing of the Massachusetts Bar. The Board looks forward to working with Chief Browne as he continues to move the department forward.



## Retirement Select Board Office



In December of 2021, the Board said goodbye to two very special longtime employees in the Select Board/Town Administrator's Office. Sandra Madigan had worked in the office for approximately 19 years, handling a variety of tasks and responsibilities related to AP, payroll, and licensing. Many residents and businesses may have met Sandi through her work as rental agent for the Grandview Farm facility. She established this program from the beginning and was the smiling face that residents met when renting the facility. Elizabeth "Betty" McDonough was a dedicated public servant in Burlington for over 28 years. She spent the majority of her career serving our veterans in her position within the Town's Veterans Services Office. In addition, Betty served as a recording clerk for many Town Boards and Committees over the years and developed a wide range of knowledge and expertise in the Town's operations. In 2015 she was promoted to the position of Select Board Office Manager and immediately took on the task of managing the board's affairs. Betty became a subject matter expert in all aspects of the board's work and was an invaluable resource to our board members and her fellow employees alike. She will always be remembered for her hard work and dedication to the Town. We wish Sandi and Betty the best in all of their future retirement endeavors.

### Annual Town Election

At the Annual Town Election, Select Board Chair, Joseph Morandi and member Michael Runyan defeated longtime Town Meeting Member Shari Ellis. The two incumbents return for their third and fourth terms respectively. Upon its annual reorganization, the Board elected James Tigges as Chair and Nicholas Priest as Vice-Chair.

### Thanks

The Select Board and Town Administration would like to express our sincere appreciation for the contributions of all of our committed volunteers, elected and appointed officials, and most of all our dedicated town and school employees. Without your remarkable commitment and devotion to the Town and serving our residents, the Town of Burlington would not be the extraordinary community that we know today. We would also like to acknowledge the remarkable efforts of Assistant Town Administrator John Danizio who filled in admirably for three months in the fall as Town Administrator Paul Sagarino dealt with a bad case of Covid.

## ECONOMIC DEVELOPMENT

*Melisa Tintocalis, Director*

### Purpose

Burlington's Economic Development Office works to support the business community and enhance the relationship between local government and the private sector to stimulate investments that will promote smart growth in Burlington over the long term. The Economic Development Office ("EDO") is under the auspices of the Selectmen and the Town Administrator and is led by Melisa Tintocalis, the Economic Development Director. The Office is responsible for a wide-range of activities including the continued support of businesses towards pandemic recovery, serving as a local government liaison to businesses, and policy development for strategic economic and land use planning, as well as promoting workforce development programs.

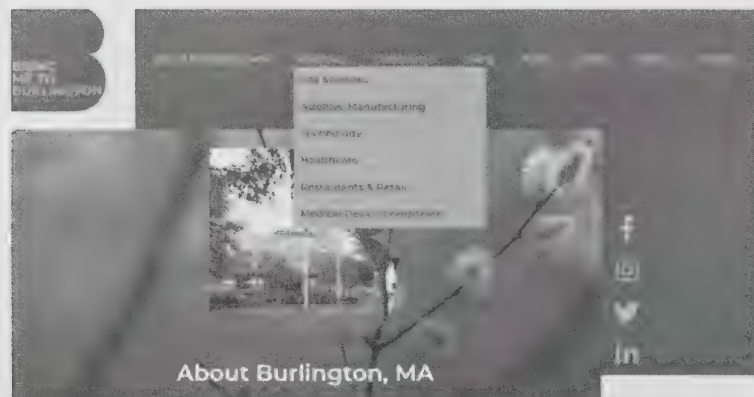
The Economic Development Office is located at Town Hall 29 Center Street, on the second floor. You can visit [www.BringMeToBurlington.com](http://www.BringMeToBurlington.com) or reach us at (781) 505-1186 and [edo@burlington.org](mailto:edo@burlington.org).

### Highlights

The Economic Development Office continues to support Burlington's commercial sector recovery from the impacts of the pandemic by focusing its efforts in three key areas: 1) improving Burlington's online presence, 2) bolstering the life sciences ecosystem, 3) investing in the Town Center and support of the area's small businesses, and 4) pro-actively planning for the long-term growth with an eye on more sustainable infill mixed-use development opportunities.

- In spring of 2021, the EDO launched a new communication initiative that featured a commercially focused website called [www.BringMeToBurlington.com](http://www.BringMeToBurlington.com) showcasing the Town's locational advantages, industry clusters such as healthcare, additive manufacturing, and life sciences as well as the rich amenity base in town. In addition, we created a social media program that promotes the Town to targeted audiences and shares the ingenuity of our residents and local businesses. The website has seen over 10,000 visits since it launched. Over the next year, we will document the audience analytics and modify content to optimize this communication vehicle.

### BRING ME TO BURLINGTON





Burlington's commercial real estate has strengthened in the latter part of 2021 and beginning of 2022 as pandemic uncertainties slowly recede and the life sciences sector expands its presence into suburban areas. Nationally, trends show an average of 30% reduction of the amount of office space renewed at lease given the acceptance of remote work options; however, the supply has been offset by other companies looking for suburban space and interest from the life science sector. With high rents and low vacancy in Cambridge and Boston as well as significant increases in private investment, life science companies are exploring options to expand in Burlington. To capture this growth, the Town has launched several local initiatives and adopted new land use policies that have resulted in new private investment in the Town's life sciences cluster. For example, in 2021, Town Meeting rezoned 60 Blanchard Road to allow for by-right life science uses. Shortly after the change, the property attracted a new tenant, Azzur Clean Rooms on Demand, providing pharmaceutical manufacturing space and technical resources. Azzur then secured their anchor client, Moderna, well known for their efforts in developing essential COVID vaccines and treatments. In addition, the Town courted Butterfly Network, a new company to Massachusetts advancing point-of-care ultrasound technology, which established its headquarters in 2021 at *The District* bringing nearly 200 new jobs to the area. The momentum has spurred the tenancing of 4 Burlington Woods with smaller but vital life companies such as ProtaGene, CANbridge Pharma, and Ultivue. In addition, the Nordblom Company, developers of the mixed-use district known as "3rd Avenue," advanced the permitting of approximately 170 housing units and received approval to change the zoning for a permitted 270,000 square foot office site allowing lab and bio manufacturing uses. The zoning change resulted in a prominent life science company now calling Burlington home, Vericel - a company advancing new cell therapies for human tissue generation. To fortify the community's long-term economic growth, the Town has also collaborated with the Commonwealth to fund a multi-million dollar water infrastructure project that will connect to the Massachusetts Water Resources Authority for reliable and consistent water for the Town's residents and its future commercial needs. In 2021, the Town secured an additional \$1M in grant funding for the second phase of the project. Lastly, the EDO has worked to leverage state funding to support workforce training for entry-level life sciences and healthcare industries through the *B2Life* program offering grants to qualifying individuals and thereby increasing area's talent pool and offering job opportunities closer to home.

## POCKET PARK EVENT

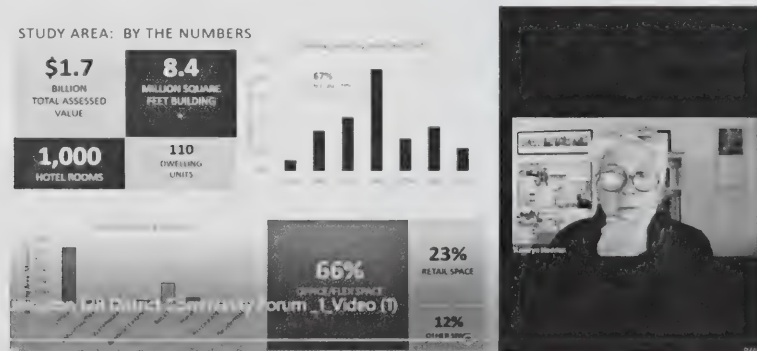


In 2020, to facilitate recovery of the small businesses in the Town Center, the EDO worked with the Massachusetts Downtown Initiative to create a “Town Center Placemaking Playbook.” The Playbook effort brought about new business engagement and in 2021 led to the creation of a temporary pocket park in the Town Center. The pocket park was a collaboration between the Town and Murray Hills Realty to convert four vehicle parking spaces into outdoor seating for the area’s businesses. The Town worked with several Center business owners to activate the space and in the fall of 2021 the collaborative hosted a beer garden and business open house bringing in nearly 500 visitors to the area. Over the next year, the EDO intends to continue the business engagement and host spring and summer Placemaking events in the Town Center.

## MASS DEVELOPMENT 128 PROJECT



Lastly in the spring of 2021, the EDO, in concert with the MassDevelopment, launched the Burlington128 initiative. The initiative project team includes real estate professionals from Madden Planning, Gamble and Associates (an urban design firm), and Landwise (a real estate market consultant), working with Town staff to engage stakeholders and develop a district plan intended to guide development over time. The process has included multiple meetings with property owners, businesses owners, community leaders and online community forums. In 2022, we expect the report will be finalized and include implementation steps that will likely offer recommendations related to crafting new zoning to enable infill and mixed use opportunities in the commercial districts while incorporating the community’s goals of connectivity, more open space and strategically placed housing to enhance the area’s livability.





## HUMAN RESOURCES

### **ADMINISTRATION AND PROFESSIONAL STAFF**

*Joanne M. Faust, SPHR, SHRM-SCP, Human Resources Director*

*Cheralyn Rosati, Human Resources Coordinator*

### **WEBSITE**

<https://www.burlington.org/354/Human-Resources>

### **Purpose**

The human resources function plays an important role for all Town and School employees by working in partnership across all departments on issues such as recruitment/retention, training, employee/labor relations, ensuring compliance with all employment-related laws & regulations, and many other areas focusing on quality of the work environment for all employees. The Human Resources Department serves as an employee advocate and a management partner, a delicate balance at times. As a municipality we are charged with providing a wide range of services to our residents and visitors, all of which are delivered by our employees; therefore our employees are our most important commodity. The Human Resources Office participates in the hiring of all permanent positions within the Town of Burlington, including administrative and other Central Office positions within the Burlington Schools. The Human Resources Office is usually the first point of contact for any new employee to Burlington. All of our position openings are posted on our careers website, <https://burlington.catsone.com/careers>, as well as in Town buildings. We strive to reach the most appropriate candidate pool and therefore will also post in the local newspaper and/or trade publication as the situation dictates, as well as career-oriented websites. The Human Resources Office will also occasionally participate in career fairs and partner with the career development offices of local colleges and universities by sharing our postings with their students/alumni.

The Human Resources Office is located in Town Hall at 29 Center Street, on the basement level. You can reach us at (781) 505-1160 or through email: [hr@burlington.org](mailto:hr@burlington.org).

### **2021 Highlights**

2021 allowed us to return to regular operations in many ways, while maintaining the efficiencies that we have discovered the year prior. The Human Resources Office continued to offer virtual meetings, interviews, and trainings, while welcoming visitors back into our public spaces. This hybrid approach has provided efficiency and comfort for all involved. We have also increased the electronic resources available to employees and job seekers, as they had proven successful in allowing for quicker access and turnaround time. The Human Resources Office continues to support our employees and their families, particularly in light of the challenges that we all faced with the pandemic. Wellness has always been a top priority, and we have strived to include family members in these offerings, as they are covered by our health plans and will benefit from assistance in developing and maintaining healthy habits. Although we could not provide our traditional in-person wellness and benefits fairs and related workshops, we introduced a robust wellness program hosted online. This program provided incentives to all employees and family members to participate in a range of wellness activities. The program focused on scheduling annual physicals and wellness exams and included a walking challenge and a hydration challenge. Offering this program virtually allowed for access at the convenience of our employees, and also allowed us to reach family members who are covered by our health plans.

We provided regular information related to mental health services and continued to partner with our Employee Assistance Program to provide mental health resources to our employees and family members.

Although we were unable to conduct our annual Benefits Fair again this year, the Human Resources Office partnered with the Benefits Office to conduct our 2<sup>nd</sup> virtual Benefits Fair where employee and

their family members could visit “booths” filled with information, videos, and other resources from our benefits providers. Employees were able to participate in a benefits-themed escape room to earn a ticket for door prizes provided by our wellness partners. Overall it was a successful and fun way to bring information to our employees and their families.

The Human Resources Office strives to offer and support professional development opportunities for our employees so that we can continue to have highly qualified and talented employees within our departments. Over the years we have sponsored our employees to attend high level certification and professional development opportunities. One of which is the Supervisory Leadership Development Program for municipal employees offered by UMass in conjunction with the Collins Center for public management. This 6-section course is available for any municipal employee interested in developing or strengthening their management or supervisory skills. During 2021, three Burlington employees completed this program.

Additionally, we sponsored one employee to attend Suffolk University’s Certificate in Local Government Program, an 8-month graduate-level program designed for municipal employees with an interest in furthering their professional career.

During 2020 many Town departments deferred some hiring of personnel, while we saw a high number of employees opting to retire. This resulted in 2021 being a year with above average hiring where the Human Resources office coordinated the hiring process for 42 Town positions. In total, we received applications from 778 candidates for these open positions, 182 of which were Burlington residents. From our pool of applicants, we conducted interviews with 132 candidates. Of those interviewed 50 were Burlington residents, and on 18 occasions we hired either a current or former Burlington resident (43% of the time). In addition I am extremely pleased to report that 15 Burlington employees were promoted during 2021.

#### **Future Goals:**

One of the responsibilities of the Human Resources Office is to participate in collective bargaining with our employee unions. All of our union contracts will expire in 2022, which will require negotiations with all of our represented groups. This is seen as an opportunity to meet and discuss areas of importance to all involved and find ways to make improvements to both the work environment for our employees as well as the services provided. Additionally, we will have an increased focus on diversity, equity, and inclusion for our employees and those who interact with our Town departments.

#### **Statistical Data:**

##### **Hiring Summary**

42 Positions Filled	Candidates		Hired Burlington Resident
	Total Candidates	Candidates Interviewed	
	778	132	
Burlington Residents (total):	182	50	18
Burlington Residents (%):	21%	38%	43%

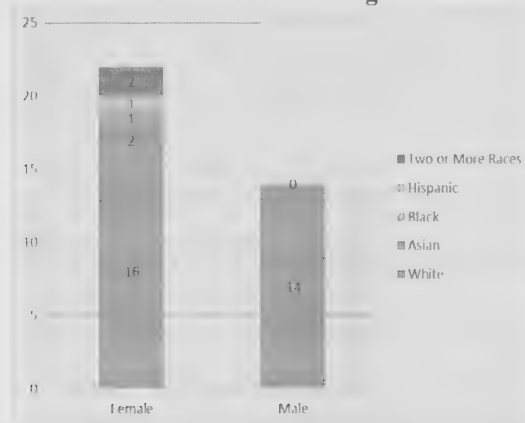
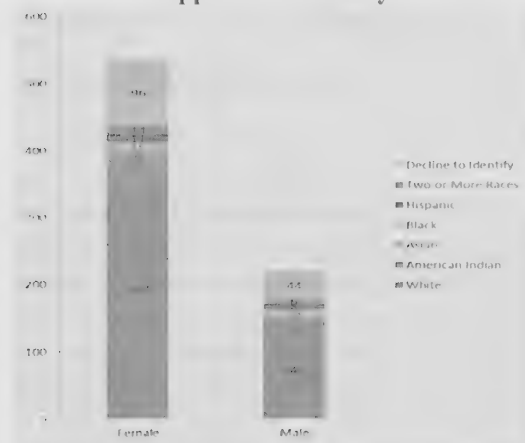
*Average time to fill positions in 2021 was 64 days*



**Burlington employees who were promoted during 2021:**

Employee Name	Former Position	Promoted To
Lyn Mills	Administrative Asst. II, Select Board	Select Board Office Manager
Paul Barbieri	Laborer - Water & Sewer Division	Water & Sewer Disposal/Pumping Station Operator
Kristin Fricke	Accounting Department Assistant	Accounting Technician
Jennifer Ryan	Benefits Specialist	Treasurer Collector Accounting Specialist
Danielle Meyers	Social Worker Intern	Social Worker, Part Time
John Luther	Local Building Inspector	Senior Building Inspector
Brian Cullinan	Recreation Maintenance Craftsman	Working Foreman - Recreation Maintenance
Mark Gerbrands	Working Foreman	Lead Working Foreman - Recreation Maintenance
Bill Baker	Lead Working Foreman	Superintendent of Recreation Maintenance
Karen Cole	Accounting Specialist	Assistant Town Accountant
Thomas Cardwell	Civilian Fire Dispatcher	Firefighter
Thomas Browne	Deputy Police Chief	Police Chief
Robert Kirchner	Police Captain	Deputy Police Chief
Eric Sullivan	Alternate Wiring Inspector	Inspector of Wires
Jessica Reedy	Group Work Coordinator	Clinical Supervisor

**EEO Data January 1 through December 31, 2021**  
**New Hires to Burlington**

**Applicant Summary**

## MANAGEMENT INFORMATION SYSTEMS



*Back (l to r) Jose DeSousa, Casey Silva, James Round  
Front (l to r) Joseph Bongiorno, Linda Bellavia*

### **ADMINISTRATION AND DEPARTMENT STAFF**

<i>Jose DeSousa,</i>	<i>Manager</i>
<i>Joseph Bongiorno,</i>	<i>Critical Systems &amp; Applications Administrator</i>
<i>James Round,</i>	<i>Application &amp; Systems Administrator</i>
<i>Linda Bellavia,</i>	<i>Network Repair Technician</i>
<i>Casey Silva</i>	<i>Network Repair Technician</i>

### **PURPOSE**

The Management Information Systems department's predominant objective is to ensure that data processes, human elements as well as hardware and software technologies are fully integrated and working to all organizations' satisfaction.

There is a considerable amount of technologies to be supported on a daily basis starting with user's workstations, displays, printers, telephones & mobile computers to department specific software to enterprise-wide applications, including both on premise and cloud based solutions.

All of these technologies depend significantly on having a strong & secure network infrastructure also maintained by the MIS team. This infrastructure consists of fiber cabling connecting 49 locations throughout town as well the entire premise cabling which connects the endpoints within each of these locations. Along with fiber & copper cabling, our infrastructure includes numerous network hardware, wireless access points, video surveillance cameras, firewalls, uninterruptible power suppliers, servers and storage arrays distributed throughout all town and school facilities.



## **HIGHLIGHTS**

During the past 2 years, the unexpected effects of COVID-19 had a major impact on the MIS department. The group quickly became familiar with online collaboration in real time administration as all departments, boards and committees began conducting meetings remotely. The other major effect was finding and configuring remote devices for employees working from home during unexpected quarantines and assuring they were able to complete their job functions from outside of their offices.

## **FY21 ACCOMPLISHMENTS**

Implemented a Cybersecurity Awareness Program through a grant received from the Commonwealth of Massachusetts, Executive Office of Technology Services and Security.

Assisted the DPW department with the technology deployment during construction of the new DPW/Recreation facility.

Developed, established and presented a program named “Cyber Security Task Force”, addressed to all department heads in order to comply as determined by the new Town of Burlington Cybersecurity Policy, presented by the ISSAC committee, and approved by the Board of Selectmen on June 14, 2021.

## **FUTURE GOALS**

Cybersecurity is a major priority for all organizations. In order to supplement and enhance our current strategy, we intend on procuring an enterprise-wide security solution. This model is a multi-layered integrated network threat intelligence solution to strengthen our cybersecurity protection.

We will also be assisting the DPW in assuring their technology needs are met, during construction of the second new DPW facility.

## TOWN COUNSEL



Mead, Talerman & Costa, LLC  
Attorneys at Law

### Town Counsel

Mead, Talerman & Costa, LLC continues to provide Town Counsel services to the Town. We all continued to be challenged by the ongoing pandemic and we continue to work with Town officials to meet the challenges that have been presented. It should be noted that notwithstanding the public health challenges that have faced the Town, Burlington's public servants have continued to be on the job, have been creative in dealing with adversity, and, in our opinion, have met those challenges head on with success. Additionally, the pandemic has presented opportunities. The Town has found new ways to provide services to its residents and boards and commissions continue to provide public forums to allow residents to continue to advance their respective objectives and reach their goals.

Our work has focused on providing support and advice to the Board of Selectmen, assisting in various land use matters and licensing matters, advising the Board of Health and Parks and Recreation Department on regulatory and operational issues, reviewing and negotiating contracts and working with the Assessors in Appellate Tax Board matters, and defending a challenge, in the Appeals Court, alleging that a traffic citation issued by a Town Police Officer was unconstitutional, among other ongoing matters. Further, we have worked with the economic development director to find new ways to make permanent some of the beneficial changes to how businesses operate that occurred on a temporary basis during the initial year of the pandemic. Importantly, keeping in mind the goals of the Board of Selectmen, we have worked to reduce and/or resolve litigation in an efficient and beneficial manner to the Town.

Over the past year we continue to represent the Board of Assessors in Appellate Tax Board matters and have assisted directly the Building Department with enforcement and code compliance matters. We continue to provide support and advice to the Town Administrator on a day to day basis and aim to deliver our services in an effective and efficient manner. Our firm prides itself on responsiveness and being proactive. To that end, even during COVID we have engaged in remote office hours in order to address matters before they become costly and expensive for the Town.

Respectfully submitted,

Lisa L. Mead  
Mead, Talerman & Costa, LLC  
Town Counsel



## ASSESSORS

### **BOARD OF ASSESSORS**

*Paul Sheehan, Chair; Cathy O'Neil, Vice Chair; Kevin Sheehan, Secretary*

### **ADMINISTRATION & PROFESSIONAL STAFF**

*James Doherty, Town Appraiser/Assistant Assessor*

*Maureen Nicoloro, Debra Smoske, Maria Lombardo, Administrative Assistants*

*James Hall, Data Collector*

### **WEBSITE**

<https://www.burlington.org/607/Assessors>

The Board of Assessors is pleased to submit the following report of department activities for the calendar year ending December 31, 2021. This year we started returning to a more typical work environment as the pandemic seemed to become more manageable as a result of the “warped speed” vaccine development. During the past year the Assessors began transitioning from meetings via WebEx back to in person meetings.

The development of the vaccines also allowed all personnel to return to the office and expand our field work, which was largely stopped during 2020. This year also saw the reopening of Town Hall and welcoming the return to residents and other customers. This added to the sense of normalcy for both employees and customers!

### **PURPOSE**

Massachusetts law mandates a value be placed on all real property and taxable personal property. A great deal of information about property and market characteristics is collected, recorded and analyzed. As an example, Income and Expense Statements are mailed to commercial and industrial property owners every year, and sales verification forms are mailed to every new owner of real property each month. Forms of List are sent to all business owners requesting information on all taxable personal property. All building permits received in the office are reviewed and, if necessary, are visited by a representative of the Assessors' Office.

The Massachusetts Department of Revenue mandates that the Assessing Department visit each house every ten years to verify property data. The Town of Burlington opted for a cyclical inspection cycle rather than a full measure and list (defined as all the data being collected within one fiscal year). The Town of Burlington entered into a new verification cycle starting in Fiscal Year 2018.

Inspections are conducted by map area (between 100-200 parcels per map) while visiting about 900 homes each year. A letter from the Assessors' Office is then mailed to each owner notifying the taxpayer when to expect a data collector. If access is not gained, each property owner will receive a second letter requesting they schedule an appointment for the data collector to visit their home. We encourage all property owners to cooperate and schedule an inspection.

In December, once the Select Board sets the tax rate, the tax bills are mailed out. This generates a lot of activity within the office, including but not limited to, processing exemption and abatement applications. The information gathered, along with the Assistant Assessor's recommendation, is provided to the Board of Assessors for a determination on the application.

This year we processed over 230 exemption applications, which included disabled veterans, widows, senior citizens, and blind persons. The Assessors' Office has continued to provide awareness of these exemptions and encourages any property owners interested to contact the office.

During the first two weeks of January over 1,212 Forms of List were mailed to businesses and are due back to the office on March 1<sup>st</sup>. Also, approximately 426 Income and Expense requests were mailed out at the beginning of the year to owners or lessees of income producing property. The Income and Expense forms are due in the office sixty days after they are mailed.

Also at the beginning of the year, a large motor vehicle excise commitment was received from the Registry of Motor Vehicles with numerous additional smaller commitments received periodically during the year. Since many in the community receive an excise tax bill, the bills generate numerous questions that are addressed by the office staff. Annually, over 26,835 excise tax bills are mailed; almost 991 required some sort of adjustment. Some examples include; if a car is sold, stolen, taken off the road or the taxpayer has moved to another community or state and the plates are transferred to another vehicle or returned to the Registry of Motor Vehicles.

## **CHANGES**

The general public now has access to look up deeds that have been recorded in the Middlesex Registry of Deeds, Southern District. The web site address is [www.cambridgedeeds.com](http://www.cambridgedeeds.com). The Registry also provides a compact disk to the Assessors' Office approximately every 6 weeks. In 2021 the Assessors' Office processed over 127 abutters' lists. Lists as well as labels are provided by the Assessors' Office for a fee. Last year the Assessors generated over \$4,490 in fees from abutter lists. The money received is deposited back into the Town's General Fund.

The past year was focused on updating all taxable property, effective January 1, 2021, in accordance with state law. This resulted in a Fiscal Year 2021 tax roll for the Town of Burlington of 8,021 taxable real property accounts and 1,240 personal property accounts.

The total assessed value of all taxable property was \$7,950,162,938 with a tax levy of \$129,801,144.05. The Select Board voted to continue dual tax rates which resulted in a \$9.95 residential and a \$26.64 commercial rate per thousand of assessed value.



Located at the Assessors' counter are two touch screen computers for public use. The computer software searches by ownership, street, or, parcel for all taxable and exempt properties in the Town of Burlington. Residents can look up different properties as well as their own for detailed information. In addition to this information, GIS mapping data, along with other pertinent data, is available on the Town website.

The Board of Assessors also welcomed a new Town Appraiser/ Assistant Assessor, with the hiring of Paul Tierney in December. The Board would also like to acknowledge the Administrative staff, Maureen Nicoloro, Debra Smoske, Maria Lombardo, James Hall, and James Doherty for their continued service during these difficult times.

## TOWN CLERK'S DEPARTMENT



### *The Staff of the Clerk's Office:*

*Kate O'Shea, Administrative Assistant; Linda McNeill, Assistant Town Clerk; ; Kirsten Midgley, Administrative Assistant; Daniel McCormack, Archivist; Amy E. Warfield, Town Clerk*

The office of Town Clerk is an important source for information and records for residents and businesses. We handle vital records, business records, and administrative paperwork for the town. Our office also oversees the updating of the Town website, a valuable resource for both residents and businesses. We work with the other town departments to keep information up-to-date and accurate on the Town website. Visit us at [www.burlington.org](http://www.burlington.org).



## Highlights

- Survived the continuing new normal situation with a second year of COVID!
- Successful Annual Town Meeting managed and assisted in the running of three hybrid Town Meetings.
- Supported the running of Virtual meetings for all boards and committees.
- Completion of the 2021 Census with 96% of Households responding
- Processed and managing dogs licenses for the year for a total registered dogs of 2,598. This is an increase of 4% in new dogs.
- Issued 244 new or renewal “Doing Business As” (DBA) certificates, and managing renewals and changes for almost 1000 small businesses in town. Small business have seen a drop, with a number of them closing due to the drop in business because of COVID
- Processed and managed 137 applications, decisions and files from Applicants, Planning Department and Board of Appeals
- Provided oversight for Public Record requests made by the public to the town. Handled over 320 requests under the FOIA regulations, working with other Departments such as Schools, Board of Health, Fire and Police. Developed a new Zoning Records Requests system with Building to be able to more effectively handle the increasing number of record requests.
- Provided management and implementation of a new Burlington Town Web site. Working with multiple departments in design, migration and training on the new site. Our focus being to keep the individuals and businesses informed with 24/7 access to information and data about the town.
- Continue to expand the use of online and in-house electronic forms, to better serve for the town’s residents and business. Working during COVID to continue to provide the services needed by the residents and businesses in Town.
- Revenue generated for the year was \$170,092, including 1000 online transactions via the web resulting in over \$73,000 of revenue. This is revenue turned over to the Town Treasurer and added to the general fund.



*Remote Town Meeting in January*

### **Looking forward to 2022**

Moving into the future we will continue to be improving the workflows of the office. This will be a year for reviewing our processes and procedures. Updating and looking into new tools, electronic and otherwise to be able to be more efficient and effective in the post COVID working world. Working with the finance departments to help streamline money management processes – one goal we have is to bring on a point of sale system.

Updating voting equipment and retraining of election workers on new processes that will be necessary due to changes in Election laws. With the purchase of new voting machines the implementation of this will begin for the Annual Town Election in April. Also, with a grant we were able to purchase equipment called PollPads, which will give us a new way of checking voters in that we plan will help us with processing in voters more efficiently.

As always, the tasks of Clerk in Burlington is not a one person job. I'm very grateful for my staff, Linda McNeill, Kirsten Midgley, Kaitlyn O'Shea and Daniel McCormack, for all their hard work through the year. Their extra efforts, cheerful attitudes and can-do spirit throughout the year really made our year successful, as a team we are able to serve the town of Burlington effectively and with a smile!

**Respectfully Submitted, Amy E. Warfield, Town Clerk**

**VITAL STATISTICS**

The following Births, Marriages, and Deaths were recorded in the Office of the Town Clerk. The figures for marriages and deaths are total records in our office, and Burlington residents are reflected in the final column.

This data is as of December 31, 2021

	Births	Marriages	Deaths	Residents Deaths
2000	297	161	705	150
2005	257	123	788	177
2010	275	119	841	205
2015	302	130	1028	249
2019	280	126	1043	206
2020	270	198	1215	269
2021	287	146	1229	237



**VOTER STATISTICS THRU 2021**

<b><u>TOWN ELECTION</u></b>	<b>Prec.1</b>	<b>Prec.2</b>	<b>Prec.3</b>	<b>Prec.4</b>	<b>Prec.5</b>	<b>Prec.6</b>	<b>Prec.7</b>	<b>Total</b>	<b>%</b>
2010	660	343	610	491	682	687	---	3473	23%
2011	446	222	495	345	427	470	---	2405	16%
2012	461	233	538	390	503	476	320	2921	19%
2015	381	154	324	271	377	314	184	2005	13%
2016	730	240	577	502	672	659	333	3713	24%
2017	591	179	426	423	489	478	322	2908	18%
2018	399	181	244	285	262	357	249	2144	14%
2019	494	218	428	337	446	462	318	2703	16%
2020	564	208	444	324	487	449	284	2760	17%
2021	581	214	454	380	485	437	324	2875	17%

**STATE PRIMARIES**

Sep 2010	305	228	337	261	313	262	---	1706	11%
Sep 2012	353	162	288	267	332	288	222	1,912	13%
** April 2013	446	243	439	400	436	384	313	2,661	17%
*** June 2017	160	73	149	138	143	157	118	938	6%
Sept 2018	438	274	471	371	456	441	463	2914	18%
*March 2020	882	580	786	652	858	802	874	5434	44%
Sept 2020	1104	704	1029	796	1110	1043	1089	6875	41%

**STATE/PRESIDENTIAL ELECTIONS**

** Jan 2010	1748	1319	1763	1267	1683	1581	---	9361	61%
Nov 2010	1730	1379	1815	1303	1663	1585	---	9475	63%
* Nov 2012	2,255	1,443	1,939	1,750	2,097	2,076	1,848	13,408	86%
** June 2013	817	435	734	648	731	703	553	4621	30%
* Nov 2016	2327	1493	2025	1830	2228	2175	2141	14219	86%
*** July 2017	98	55	95	93	96	107	94	638	4%
Nov 2018	1858	1154	1635	1514	1854	1754	1723	11492	70%
*Nov 2020	2454	1635	2261	2016	2340	2296	2429	15431	87%

#7<sup>th</sup> Pct. added in 2012

\*Presidential Election/Primary

\*\*Special US Senate Elections

\*\*\*Special State Senate Elections

## ARCHIVES

### Annual Report-Town Clerk – Archives Division

**Daniel McCormack, CA, Archivist/Records Manager**

**Website:** <https://www.burlington.org/353/Town-Clerk>

#### **Mission:**

The purpose of the Town of Burlington Archives is to organize, preserve, and make accessible records not in current use and to collect and maintain documentation relevant to the work of the municipal government. The Archives primarily services the municipal government operations of the Town of Burlington. The Archives holds both archival and inactive records relating to 1) current and ongoing municipal operations, 2) municipal departments, 3) committees and boards, 4) the history of the Town 5) the growth and development of the town, 6) vital records of individuals, 7) Town Meeting, 8) municipal personnel, 9) secondary sources relating to the history of the town and its people and 10) individuals and organizations related to or functioning within the Town. The Archives collects documents related to Burlington history, government and operations in several different forms, including, but not restricted to: microimages, photographs, manuscripts, paper, maps, and digital records, audio and visual recordings. The Archives primarily collects unpublished items but will acquire published items relating to the town, its growth and development and its history. In exercising its operations, the Archives follows accepted technical standards and best practices, as well as state and federal laws, rules and regulations.

#### **Highlights:**

- Successfully resumed operations offsite following the pandemic.
- Accessioned 75.5 cubic feet of records from various departments. Destroyed 48 feet of records (paper and electronic media) transferred to the Archives.
- Advised municipal boards and department personnel on public records management issues. Participated in transition of municipal department heads and other key personnel.
- Completed service on the Information Systems Advisory Committee.
- Assisted Town Clerk and Board of Registrars during the municipal election.
- Reference: The Archives answered a total of 644 inquiries during the past year. This was a substantial increase from 2020, but remained below pre-pandemic levels. Of these, 351 were from internal users and 293 from outside patrons. Figures do not include calls for document removal or transfer service from municipal departments.
- Advised neighboring municipalities in planning the establishment of municipal archives facilities in their communities.
- Offered service to the town and to the profession. Reappointed to a two year term as a member of the Massachusetts State Historical Records Advisory Board. Reappointed as a grant reviewer on behalf of the (Society of American Archivists Foundation) National Disaster Recovery Fund for Archives. Filled several different capacities for New England Archivists and the Society of American Archivists. Completed a second term on the Northeast Document Conservation Center Advisory Board.
- Resumed providing technical advice to the town's Historical Commission

## Future Goals

Although most activities in the archives resumed in 2021 after the disruptions wrought by COVID-19, a number of functions remained restricted due to ongoing health and safety concerns. We emerged from the shutdowns and lockdowns with an accelerated level of activity despite ongoing constraints related to the pandemic. The first several months of 2021 involved preparations for reopening and reengagement with our different constituencies. The later period saw us resume direct service to departments and outside patrons. At this time we are open for service, albeit with restrictions. The best way to reach us is by calling at (781) 270-1604 or writing at [dmccormack@burlington.org](mailto:dmccormack@burlington.org) and we will accommodate your needs as completely as possible

We restate what we said last year: The events of the pandemic have created the greatest disruptions in this office's 20-plus year history. The disruptions of 2020 spilled over to 2021, and will affect us until such time as health considerations permit otherwise. We plan to continue assisting departments remotely where necessary and on site wherever possible. In the coming year we will continue to be aggressive in reducing the volume of physical documents kept in the Archives and different offices. As an example, we will continue to microfilm documents, while continue a shift toward electronic versions where possible. At the same time, the departure of numerous longtime municipal officials and employees is substantially increasing the volume of records arriving in the Archives, and both of these factors will affect our operations.

We see our office as serving the public and the whole of town government, but directly connected to the operations of the Town Clerk. As such, in planning both operations, we follow the lead of the Clerk. As was the case last year, we will continue to follow the lead of the Clerk's office in undertaking our activities and our approaches will continue to reflect the best advices and instructions of our local public health officials. For our part, we have been collecting certain documentation surrounding the pandemic and the activities of municipal government in responding to the emergency. Departments, such as Public Works and the Board of Health, have provided items and documents and we will look to acquire more as we emerge into a healthier future.

A note on our outside professional involvements: As has always been the case, the Archivist has generally undertaken a high level of professional activities in order to keep the archives a highly functioning part of municipal government. We will examine how different professional activities are relevant to, and in context of municipal government. From such an assessment, we will tailor our professional involvement accordingly. Doing so will help us focus our involvements more precisely on our regular activities while expanding our services to the town and our residents.



## Board of Registrars

Working with the Town Clerk's office the Board of Registrars is responsible for overseeing Elections and Voter related issues. Following are profiles and historical data on voters and voter registration for 2021.

2021 was a quiet year for elections with having only a Town Election. Due to COVID the State Legislature passed a Special Act that allowed for early voting for 1 week prior to Election Day. Having two newer Registrars they worked overseeing and gaining a better understanding of the election process.

The other activity that the Registrars had oversight for this year is the Reapportionment of the precincts. This process is required after the final data is reported on the Federal Census. We remained at 7 precincts by new precincts need to be drawn because of the changes in location of our population. Because of COVID this was delayed until the summer of 2021. Working with Planning Department, and the Reapportionment committee, the data was analyzed and new precinct lines were drawn and approved by the Select Board and sent to the LEDRC for final approval. Thank you to Elizabeth Bonaventure, in the Planning Department, for your help with the GIS work on the maps.

Elections in 2021	# of Voters/ % of Turnout	Absentees	Early in Person
Town Election – April 10, 2021	2,875 / 16.55%	696	787

Respectfully submitted,  
By Amy E. Warfield on behalf of:  
Lisa Jimenez  
Elmer Bud Larson  
John Strauss  
Amy E. Warfield

### Year-End Summary:

1114	- # of residents registered and added to the rolls
1028	- # of residents dropped from the rolls
1381	- # of voters on the inactive rolls
2168	- # of persons eligible but not registered
89%	- eligible residents registered to vote
322	- Registration Forms sent to 18 yr. olds
65	- Mail-In Registrations Received from 18 yr. olds
98	- Registrations from 18 yr. olds via VRIS and OVR

## ELECTION DAY



**2021 Annual Report - Board of Registrars**  
**POPULATION/REGISTERED VOTERS: Based on Annual Town Census**

## POPULATION TRENDS

<b><u>Age Group</u></b>							
	<b><u>1990</u></b>	<b><u>2000</u></b>	<b><u>2010</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>Since 1990</u></b>	<b><u>Since 2000</u></b>
0-10	2815	2931	2703	2411	2353	-16.4%	-19.7%
11-20	3160	2833	987	2809	2915	-7.8%	2.9%
21-30	3889	2500	2644	2993	2964	-23.8%	18.6%
31-40	3311	3624	2950	3192	2986	-9.8%	-17.6%
41-50	3062	3378	3660	3094	3087	0.8%	-8.6%
51-60	3031	2905	3220	3492	3426	13.0%	17.9%
61-70	1756	2325	2546	3015	3074	75.1%	32.2%
71-80	672	1398	1844	2096	2043	204.0%	46.1%
81-90	220	417	922	1172	1215	452.3%	191.4%
91+	24	75	133	328	316	1216.7%	321.3%
Unknown	722	745	912	1842	1807	150.3%	142.6%
Total	22662	23131	22521	26444	26186	15.6%	13.2%

## TREASURER/TAX COLLECTOR



### **ADMINISTRATION AND DEPARTMENT STAFF**

*Gary J. Gianino, Treasurer/Tax Collector*

*Teresa Clement, Assistant Tax Collector*

*Andria O'Shea, Assistant Treasurer*

*Drashna Rana, Accounting Specialist*

*Christine Sinacola, Benefits Administrator*

*Jennifer Ryan, Treasury Collector Accounting Specialist*

*Paula McMahon, Tax Collector Administration*

*Jayne Etheridge, Tax Collector Administration*

*Maria Reale, Payroll Administrator*

### **WEBSITE**

<https://www.burlington.org/605/Treasurer-Tax-Collector>

Welcome to the Town of Burlington Treasurer/Tax Collector department.

We strive to provide taxpayers, town departments, employees, retirees and the public with a high level of prompt and courteous assistance.

Our mission is to provide efficient, timely collection of all monies due to the Town of Burlington. We safeguard all funds of the Town of Burlington, issue debt as authorized by Town Meeting, fund expenditures and oversee payroll and benefits for town employees and retirees.



## HIGHLIGHTS

- In June of 2021, the Town issued \$20,585,000. 30 year bonds at a weighted average net interest rate of 1.89%. \$15,500,000 was for the DPW/Recreation facility construction. The remaining bonds were used to refinance some higher priced bonds originally issued in July of 2011. The refinancing of the July 2011 bonds will create approximately \$1,500,000 in savings over the remaining life of the bonds refunded.
- The Town also issued \$6,500,000 1 year bond anticipation notes for road improvements and Phase 1 & 2 of the MRWA water connection project. The winning bid resulted in a net interest cost of 0.223%
- Prior to the bond sale S&P Global Ratings, a municipal bond credit agency, affirmed the Town's 'AAA' rating. The rating agency noted the Town's strong economy, strong management with good financial policies and practices.
- In November of 2021, the Board of Selectmen set the 2022 fiscal year residential tax rate at \$9.95 per 1,000. This represents a 0% increase in the base rate over Fiscal year 2021. While the tax rate did not increase the estimated average value of residential property, increased 4.62% to \$600,500 in FY22 over FY21 average residential property value of \$574,000. The value increase coupled with a 0% tax rate increase results in an estimated average increase in the average bill of \$264.

BREAKDOWN OF TAXES LEVIED FOR FISCAL YEAR 2022				
CLASS	LEVY PERCENTAGE	VALUATION BY CLASS	TAX RATES per 1000	LEVY BY CLASS
Residential	37.66%	\$ 4,912,594,165	9.95	\$ 48,880,312
Open Space	0.00%	\$ -	0	\$ -
Commercial	53.76%	\$ 2,619,450,965	26.64	\$ 69,782,174
Industrial	4.20%	\$ 204,767,488	26.64	\$ 5,455,006
SUBTOTAL	95.62%	\$ 7,736,812,618		\$ 124,117,492
Personal	4.38%	\$ 213,350,320	26.64	\$ 5,683,653
TOTAL	100.00%	\$ 7,950,162,938		\$ 129,801,144

- The pandemic along with changes in technology has resulted in a shift of how payments are received. More people are taking advantage of paying on line, mailing payments to the PO Box or dropping off the payment in the depository box at the front of town hall. Escrow services have increased with their automatic payments. These changes have resulted in less people coming into town hall to make payments. The workload of the staff has shifted from less personal interaction to on line processing, review and clearing of exceptions.
- In the early fall our department circulated a Request for Proposal for Banking Services. In November 2021, depository and payroll banking was awarded to Leader Bank. As part of the change in banking our lockbox services were also changed. The changes instituted in banking and lockbox will annually save the Town approximately \$12,000 to \$18,000 Thousand Dollars. It is also our hope that our change in banking will provide more efficiency in tracking and reconciling information.
- As noted above our Lockbox services were changed to an independent provider. Questions arose as to why we were sending payments to Woburn Post Office. People were under the misunderstanding that when payments were mailed to the PO box that they came directly to Town Hall. In fact, the banks courier picked up the contents at the Burlington PO Box on a daily or frequent basis and delivered them to Medford where the lockbox services were located. Any exceptions to the payments were brought back to town hall, based on the courier rounds, for review and correction by department staff. The then existing process resulted in possible delays in posting of the payments. The new lock box provider was located in Woburn and has daily pickup at the Woburn Post office. Using a Woburn PO box eliminated any courier cost and guaranteed daily posting of payments. Each day the collectors' staff receive an email file of any exceptions or questions. The collection staff clears up and exceptions the day they are received. The result is less lead-time to the record payments to taxpayers' accounts.
- The Town continues to be watchful in managing all elements of the health care benefits. Claims leveled off in the summer and continued to fluctuate over the fall and winter. Costs for this year to date have remained within workable parameters.
- During the year, one of our Admin Assistants transferred to a higher-grade position with another department in the Town. Our existing Payroll Administrator also resigned. These changes resulted in the opportunity to reorganize some of the positions and responsibilities with the department. Two existing positions saw a change in duties and responsibilities. One position, Treasurer Collector Accounting Specialist replaced the existing Benefits Specialist position. This position is now the primary backup for payroll, a responsibility we did not have, and serves as support/backup for our Benefits Administrator. The second position an Accounting Specialist replaced one of the existing Admin Assistant 1 positions. This person will primarily assist and support the Assistant Treasurer.

**Town of Burlington**  
**Gross Payroll and Net of Employee Withholdings**  
**Calendar Year**

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
<b>GROSS PAYROLL</b>	\$ 76,990,803	\$ 80,412,272	\$ 84,936,886	\$ 85,351,149	\$ 88,515,425
<b><u>WITHHOLDING</u></b>					
Federal Tax	8,868,448	8,217,992	8,785,929	8,798,854	9,108,852
State Tax	3,315,115	3,448,530	3,627,845	3,661,524	3,774,549
Retirement	6,862,816	7,191,115	7,543,352	7,765,573	8,082,198
Health Insurance	3,363,266	3,497,139	3,634,417	3,639,383	3,704,668
Disability Insurance	224,017	235,847	255,787	266,933	241,693
Delta Dental Insurance	412,981	450,958	456,825	445,987	482,440
Credit Union	2,264,119	2,248,261	2,309,866	2,345,200	2,286,255
Tax Shelter Annuities	875,462	995,453	1,019,262	1,142,840	1,185,913
Deferred Comp Plans	1,861,653	2,052,849	2,088,845	2,139,458	2,210,932
SMART Roth	8,387	22,765	32,787	50,794	122,551
Teachers Association	303,083	307,493	310,508	292,927	398,396
Union Dues	242,292	252,174	257,282	295,026	214,244
Garnishments	6,968	8,393	17,240	11,438	3,700
Life Insurance	130,169	137,348	140,624	151,516	148,982
Fica-Medex	985,740	1,038,792	1,113,631	1,127,843	1,181,971
Social Security	-	1,408	-	599	709
Flexible Spending	610,555	625,496	631,109	617,650	628,478
Firepac	3,852	3,602	3,554	1,040	3,457
Cops for Kids with Cancer	1,300	1,135	1,060	3,487	822
Sprouts	357,657	388,451	462,072	380,286	412,071
<b>TOTAL WITHHOLDINGS</b>	<b>30,697,880</b>	<b>31,125,200</b>	<b>32,691,994</b>	<b>33,138,358</b>	<b>34,192,883</b>
<b>NET PAYROLL</b>	<b>\$ 46,292,924</b>	<b>\$ 49,287,072</b>	<b>\$ 52,244,891</b>	<b>\$ 52,212,792</b>	<b>\$ 54,322,542</b>

**GOALS 2022**

- Continue to review processes as well as the present providers with the goal of creating better efficiency and ease of use to the taxpayer.
- Finalizing the plan for the implementation of Employee Self Service relating to payroll and benefit information
- Interface with other departments to find synergistic approaches to some procedures.





## **FIRE DEPARTMENT**

### **FIRE CHIEF**

Michael T Patterson, Jr

### **ASSISTANT FIRE CHIEF**

Andrew Connerty

### **CAPTAIN**

James Browne, Timothy Browne, Steven McLean, Robert Paul

### **LIEUTENANTS**

Michael Bibbey, Craig Callahan, Sean Connors, Ernest Covino, Todd Ficociello,  
Mike Fontannay, James Hapenny, Shaun Kenney,  
Michael McLaughlin, Brendan Micciche (Temp.), Kevin Pollicelli, James Sorenson, Jack Walthall

### **FIRE PREVENTION / INSPECTION SERVICES**

Captain Michael Hanafin, Lieutenant Peter McAnespie

### **TRAINING / COMMUNICATIONS / EMERGENCY MEDICAL SERVICES**

Captain Mark Cedrone, Lieutenant Mark Saia

### **CLERICAL STAFF**

Loreen Arseneault, Eileen Ferren, Stacey Hindle

### **FIREFIGHTERS**

David Angelo	Rich Delorey	Richard Hovasse	Gregory Ouellet
Preston Angelucci	Michael Donoghue	Timothy Hovasse	Alexander Preece
Austin Arsenault	Kurt Duprez	Jason Hughes	Zachary Rolfe
Evan Austin	Benjamin Elwell	Paul Kadilak	David Rosenberger
Michael Bennett	Tyler Falconer	Sean Killilea	William Toland
Rob Blenkhorn	Eric Fitzgerald	Connor MacLean	Stephen White
Jeffrey Boucher	Michael Gledhill	Thomas MacLeod	Fred Williams
Joshua Carabello	Connor Grenier	Edgar McLean	Shane Yandle
Thomas Cardwell	Gerald Hanafin	Nicholas Menkello	
Clifford Comeau	John Hanafin	Thomas Monagle	
Mitchell Cunningham	Eric Holey	Paul O'Meara	

## **EMERGENCY VEHICLE TECHNICIAN**

Justin Dekow

## **CIVILIAN DISPATCHERS**

Stephen Baia, Elaine Carpenter, Thomas Cardwell, Patrick O'Halloran

## **Burlington Fire Department Annual Report**

### **Mission**

*The mission of the Burlington Fire Department is to protect and preserve life and property in the Town of Burlington through code enforcement, public education programs and incident response to fire, medical and other emergencies.*

We accomplish this mission by providing code and regulation enforcement through inspections and plan reviews. We meet and train regularly with other town departments to provide a team approach to various issues including responding to emergent and non-emergent events. The fire department provides public safety education within our community, CPR training to our town and school employees and participates in Community Risk Reduction Programs such as smoke and carbon monoxide detector installations for our seniors. We extinguish and investigate all fires and provide emergency medical services at the Advanced Life Support (ALS) level for the Town of Burlington in which we provide treatment and transport for the sick and injured.

The Burlington Fire Department website is located at: <https://www.burlington.org>

### **Department Overview**

The Burlington Fire Department currently employs a total of seventy (73) personnel, which includes 65 uniformed firefighters, four civilian dispatchers, three administrative staff and one emergency vehicle technician. Our department is operated out of two fire stations. Fire Headquarters is located at 21 Center Street and Fire Station 2 is located at 114 Terrace Hall Avenue.



**Fire Station 1**



**Fire Station 2**

**DIVISIONS****Administrative (Chief, Assistant Chief, Administrative Secretary and Administrative Assistant)**

Duties include the day to day operations of the Fire Department including fiduciary responsibilities in the preparation and expenditures of an 8.7 million dollar budget; create short, medium and long term department plans which include developing and presenting capital item requests.

**Fire Prevention (Fire Prevention Captain, Fire Prevention Lieutenant and Office Assistant)**

Assist in the oversight and approval of commercial and residential construction projects throughout the Town of Burlington. Duties include site plan reviews; permit processing, onsite inspections during construction and final inspections for the issuance of occupancy certifications.

Despite COVID-19, new development in commercial and residential properties continued throughout 2021. Much has been achieved in the past year through construction plan reviews, site inspections, enforcement of fire codes, and the issuing of a variety of permits.

Commercial and large residential construction projects require many steps including site plan reviews, which consider requirements such as apparatus access, water supply, exposure to other structures, type of occupancy, etc. Our Fire Prevention personnel meet with Fire Protection Engineers to discuss Fire Alarm, Fire Suppression, Municipal Fire Alarm connections and the issuing of proper permits. Once the construction project has started, on-site inspections are required in order to monitor the progress being made. A Certificate of Occupancy is issued after a final inspection is completed.

The following is a list of inspections completed and permits issued during calendar year 2021.

**INSPECTIONS**

Annual	7
Auto Fire	1
Commercial Occupancy	86
Extinguishing System	3
Fire Alarms	2
Fire Drills	8
Fire Investigation	4
Knox Box	7
Mobile Food Vendor	1
Oil Burner	25
Oil Line	1
Oil Tank Installation	25
Oil Tank Removal	112
On Site – Fire Prevention	106
Propane Storage	45
Residential Occupancy	86
Smoke Detectors	396
Tank Truck	1
Tank Install	69
Underground Storage Tank	6

**TOTAL: 991**



**PERMITS**

AST	31
Bi-Directional Amplifier	0
Blasting	0
Campfire	1
Carbon Monoxide Inspection	1
Dumpster	48
Extinguishing System	10
Fire Alarm	78
Fireworks Display	1
Flammable Storage	72
Haz-Mat	2
Hot Work (Welding / Brazing)	89
Mobile Food Vendor	4
Oil Burner	24
Oil Line	2
Propane Storage	39
Small Arms	0
Sprinkler	95
Tank Installation	71
Tank Removal	116
Tank Truck	1
Underground Storage Tank	26
Vent Free Heater	1

**TOTAL: 712**

*Inspectional services would like to take this opportunity to thank all residents and members of the business community for their cooperation in making Burlington a safer place to live and work.*



*Car fire on Ridgewood Lane*



*Rollover Cambridge and Terry*

**Training / Emergency Medical Services / Communications / Dispatch*****Training Captain, E.M.S. Officer, Civilian Dispatchers (4)***

The Training Captain is responsible for the ongoing training of all department members including officers, firefighters, and dispatchers. This office is also responsible for maintaining all department training records.

**Training:** Despite another challenging year with COVID-19 and the subsequent social distancing protocols, the Burlington Firefighters attended training on a regular basis throughout the year. Our training facility at Station Two enables us to complete in-house classroom sessions as well as situational and hands-on instruction in the Training Tower, while keeping everyone safe. This year's evolutions and programs were not only led by in-house instructors, but we partnered with the Burlington Police Department, The Massachusetts Firefighting Academy, as well as private vendors. A few examples of training led by private vendors include complete pump operations (FDSS-Fire Pump Specialists) and HAZMAT refresher certifications (EMS and Fire Consultant of Chelmsford.)

In addition to regularly scheduled shorter 1-2 hour sessions, our department (which included several new recruits) completed some rather intense longer training sessions. This included ice and water rescue, "Jaws-of-Life and Res Q Jack" training and Hurst/Vetter Airbag training. We extend a sincere "Thank You" to Winn Street Service for donating vehicles without which these larger training exercises would not be possible. Winn Street Services has donated vehicles for many years, and we are truly grateful. We also had another year where we had successful active shooter training with the Burlington Police Department. Although we feel we are ahead of our peers with this type of training, we continue to be vigilant to make sure we are all prepared should such an event occur.

Our firefighters also completed many in-service inspections throughout the town to familiarize themselves with not only the personnel, but also the layout and location of these establishments. This situational awareness is critical to our response performance. Some examples of these inspections involve assessing storage areas for safety and open areas to exit in emergency situations. In offices, we make sure that exits and stairways are clearly marked as well as open and clear for safe evacuations.

**Specialized Training****HazMat**

The Burlington Fire Department has one member assigned to the District 2 State Hazardous Materials Team. There are six regional teams throughout the Commonwealth. This firefighter responds to hazmat incidents throughout the state and attends monthly hazmat trainings. This firefighter is a valuable resource to the department and town if an hazardous materials incident were to occur in our own community..

### **Technical Rescue Team**

The Burlington Fire Department also has two firefighters who are members of the NorthEast MA Technical Rescue Team. This is a highly specialized team that provides regional coverage for technical rescues. These members also attend monthly trainings.

We are proud to have the experience of the HazMat and Tech Rescue specialists as part of our team.

This year the members of Burlington Fire Department will continue with not only the training mentioned above but we will further enhance our training so that we can prepare for a variety of responses to a wide array of emergency situations. As always, we live by our commitment and duty to provide the best service possible to the residents, businesses, and visitors to the Town of Burlington.



*Firefighters using Res Q Jack's to stabilize a vehicle and performing extrication.*

**E.M.S.:** The E.M.S. Officer oversees the department's emergency medical services including the ambulances and maintaining all associated records. 2021 was a challenging year for Emergency Medical Services. Once again, COVID-19 had a major impact on how we delivered ambulance service. Our responders continued to don full PPE including N95 masks, gowns, eye protection and gloves whenever we interacted with a patient. We had to assume that all patient encounters involved a potential risk of exposure to the virus. The COVID-19 virus impacted the number of calls for service in 2020. We witnessed a decrease in requests for ambulance service in 2020. It was clear that individuals made the decision to stay out of emergency rooms during this period. Despite the continuation of COVID-19 in 2021, our department responded to 3,268 calls for medical aid in 2021. We transported over 2,200 patients to area hospitals. In March of 2020, the department's BLS ambulance service was upgraded to the ALS or paramedic level. This was an initiative that the department and town had been working toward for several years. It continues to be the goal of our department to deliver high quality Emergency Medical Services to the residents and visitors of Burlington. Moving forward, we continue to strive to build on our already highly successful paramedic program through training and equipment improvements. COVID-19 also continues to present numerous challenges to our department when it came to EMS



training. All of our EMTs and Paramedics must earn continuing education credit throughout a two year period in order to recertify. Most of our continuing education credit was earned through Prodigy, a web-based training program. It is our hopes to return to in-person learning in 2022.

**Dispatch:** Under the Massachusetts guidelines for Emergency Medical Dispatch (EMD) the Burlington Fire Department is the town's designated EMD provider. Our dispatchers answer, screen and dispatch all incoming emergency calls and will give medical instructions over the phone when necessary. COVID-19 challenged our Fire Dispatchers in that every caller requesting a fire or EMS response had to be asked a series of COVID related questions. In addition to answering and dispatching our emergency calls, our Fire Dispatchers handle numerous business related calls throughout the course of a day. These positions are critical to our department's mission in that the first fire department member that a resident or visitor to Burlington speaks to when calling our department is our Fire Dispatchers.



*Tier One HazMat incident at Lahey*

**Emergency Response (Shift Captains, Lieutenants and Firefighters (56)**

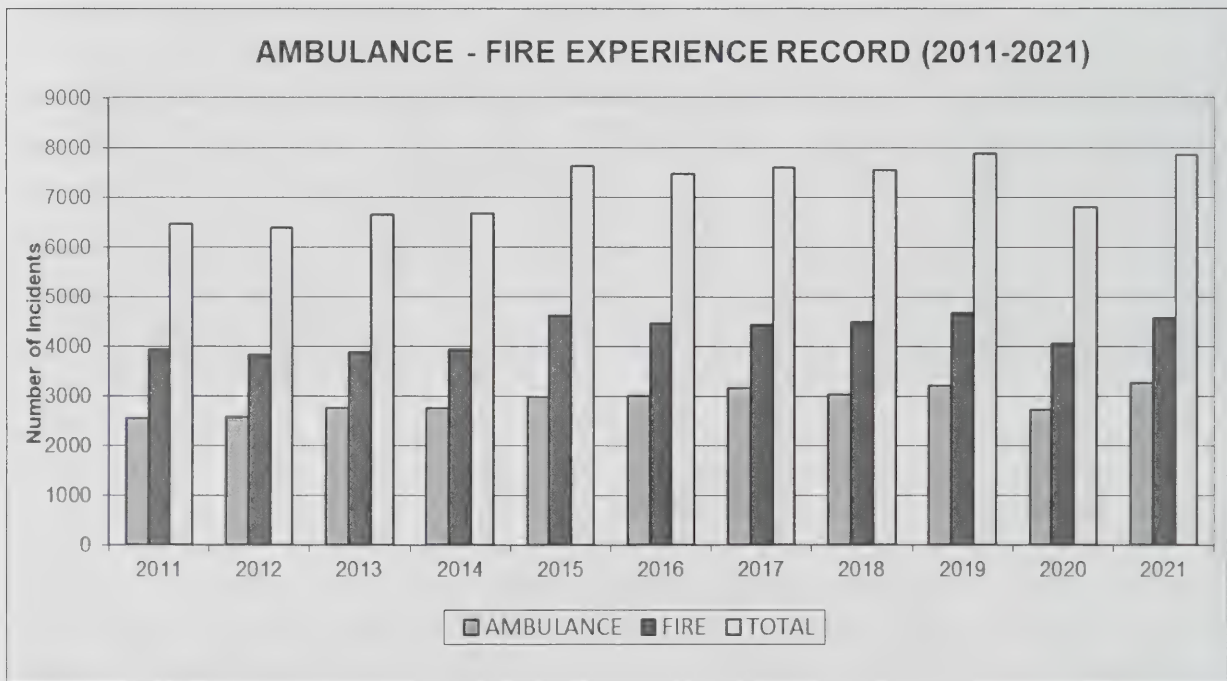
The emergency response division of the Burlington Fire Department responds daily to all calls for assistance including the extinguishment and investigation of fires as well as a myriad of other emergencies including multiple types of rescues, hazardous materials investigation and remediation. We also provide emergency medical service at the Advanced Life Support (ALS) level in which we treat and transport the sick and injured.

**Maintenance (Emergency Vehicle Technician)**

The E.V.T. is responsible for the maintenance and repair of all emergency response apparatus, staff vehicles, trailers, power equipment and self-contained breathing apparatus (SCBA). The E.V.T. is a valuable member of our department that insures our apparatus and equipment remains safe and in-service.

**2021 Year in Review**

2021 was another challenging year for the Burlington Fire Department. The COVID-19 virus continued to impact the day to day operation of our department. The Burlington Fire Department responded to 4065 fire related incidents in 2020. This was a reduction of just over 600 incidents from the previous calendar year (2019.) Ambulance responses also decreased in 2020 to 2736 calls for service. This was a reduction of over 470 ambulance runs from the previous calendar year. COVID-19 was directly related to the reduction in both fire related responses and ambulance responses in 2020. As people began to return to work and businesses in Burlington such as restaurants and hotels began to fill, our fire department response numbers began to increase. In calendar year 2021, the Burlington Fire Department responded to 4567 fire related incidents. Ambulance responses increased to 3268 total runs. This number represents the largest total number of ambulances responses in the history of our department. The following graph illustrates the fire department's response numbers for the past ten calendar years.



In January of 2021, COVID-19 vaccines became available to our first responders. Our department worked closely with the Board of Health as we established a number of first responder first dose vaccine clinics. In February of 2021, our first responders received their second dose of COVID-19 vaccines. In December of 2021, the Board of Health offered the COVID-19 Booster shot to our first responders. I am pleased to report that the vast majority of our department members took advantage of these vaccine opportunities. We would like to thank our Board of Health and their entire staff for their work in establishing these most important vaccine clinics.

I am also pleased to report that the number of multiple alarm structure fires in the Town of Burlington decreased in calendar year 2021. As a member of Metro Boston Fire District, our department did respond to a number of multiple alarm fires in our neighboring communities. In January, Engine Two responded to a third alarm residential fire in Lexington. In February, Engine One responded to a second alarm residential fire on Federal Street in Woburn. In March, Engine One responded to a third alarm attached garage/residential structure fire on the Woburn/Reading line as well as a third alarm residential structure fire in Stoneham. In June, Engine One responded to Billerica for a second alarm fire on Boston Road.

Members of the Burlington Fire Department responded to a number of brush fires in Burlington in 2021. In March, crews extinguished a large brush fire behind Overlook Park in the Winnmere section of town. In May, crews extinguished a large brush fire at the Burlington Reservoir.

Toward the end of March, the Massachusetts Firefighting Academy came to Burlington to provide instruction on aerial ladder operations. Members of our department participated in both tower operations and ladder operations at the Burlington Mall. We would like to thank Simon's Properties for allowing us to conduct these training evolutions on their property.

In May 2021, crews responded to the rear loading dock of the Lahey Hospital for the report of roofing materials being dropped on a box truck which contained both flammable and non-flammable gas cylinders. A pallet of roofing materials that was being raised to the roof by a large crane shifted, dropping the materials through the roof of the box truck potentially damaging the cylinders. The State Hazardous Materials Team was called to the scene to evaluate the situation and meter the area for gas.

In May, Town Meeting approved a Warrant Article for 1.2 million dollars to fund Phase One of our public safety communication upgrade for police, fire and DPW. The purpose of this article was to begin to replace our aging communication infrastructure and strengthen our communication capabilities within our community.

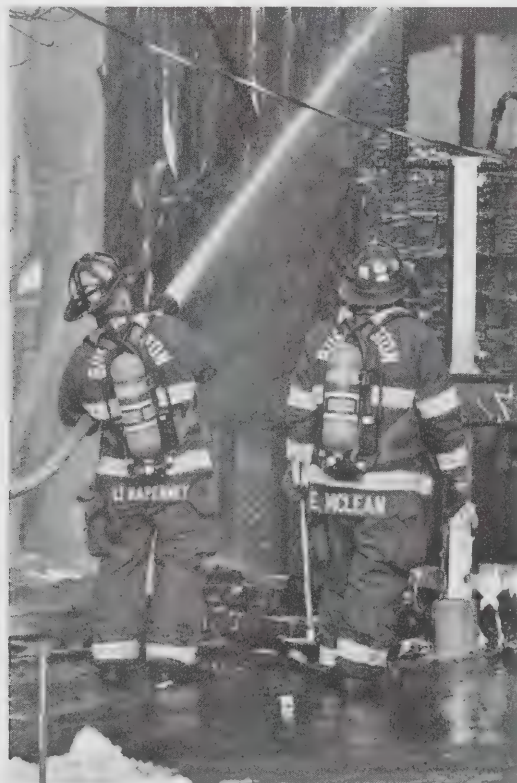
In July, Police and Fire's annual "Battle of the Badges" took place at the Hilton Garden Inn. Blood supply during the summer months typically becomes critically short. As in previous years all the appointments to donate blood were quickly filled. We would like to thank all that made donations. Unfortunately, the police department won back the Challenge Cup.



In August of 2021, members of the fire department participated at Wegmans Public Safety Night. This is a highly anticipated event in our community in which our residents can meet with our public safety agencies, see fire apparatus and police vehicles up close and view multiple demonstrations. We would like to thank Wegmans for hosting this annual event as well as providing the food and entertainment.

On September 11, 2021, members of our community participated in our annual 9/11 Memorial Service. This year was the 20<sup>th</sup> anniversary of the attacks on our nation. A new 9/11 Memorial was constructed on the Town Common prior to this event. We would like to thank our Town Administration, Select Board, members of Burlington Fire Department and Dick Bagni of JODI Construction for completing this project prior to the event. We would also like to thank James Martin of James A. Martin Company, Inc. for his assistance in bringing the World Trade Center artifacts to Burlington.

In October 2021, members of the Burlington Fire Department participated in Hazmat Operational Level Response training at Station Two. In December, crews participated in a mock helicopter crash drill at Lahey Hospital's new helipad.



*Residential Structure Fire in Billerica*

### Grants

The Burlington Fire Department received grants and gifts in 2021. They include;

- Assistance to Firefighters – COVID-19 Grant for \$10,000 to purchase PPE for our Firefighter/EMTs. (Period of performance extended.)
- A grant from the Executive Office of Public Safety and Security (EOPSS) and the Department of Fire Services for \$14,140 for the purchase of physical fitness equipment for Fire Headquarters.
- A Senior Safe grant from the Department of Fire Services for 2,000.
- A grant from the Department of Public Health (DPH) for the maintenance of the fire departments Mobile Decontamination Unit (MDU) in the amount of \$2,000.
- A grant from Metropolitan Boston Emergency Medical Services Council for the storage of the Council's Mass Casualty Trailer in the amount of \$2,000.

### Gifts

- The Oracle Corporation donated \$9,901 for the purchase of equipment.
- The Digital Federal Credit Union (DCU) donated \$5,000 to be used for community based programs.

The Burlington Fire Department would like to thank these businesses and community partners for their generosity and support. We would also like to thank the countless number of individuals, organizations and businesses that dropped off needed supplies including PPE and cleaning products to both stations during the early months of the COVID-19 pandemic.



*Returning after a second alarm fire in Billerica*

### Retirements

The Burlington Fire Department had one veteran member of the department retire in 2021. We thank Captain Browne for his dedicated years of service to the Town of Burlington and wish him a happy and healthy retirement.



Captain Kevin Browne retired in January 2021 after serving the community for 35 years. Kevin was appointed to the Burlington Fire Department in March 1986. He was promoted to Lieutenant in January 1990 and to Captain in February 1993. He served as the Shift Commander for Group Four prior to his retirement.

Captain Kevin Browne retires after 35 years of service

The Burlington Fire Department had two members of the department resign their positions when they accepted positions with other Massachusetts fire departments. We wish both former members well in their new positions.

- Firefighter/Paramedic Jesse Ribeiro resigned in September 2021 after serving the community for 4 years. He was appointed to the Burlington Fire Department in May 2017. He accepted a Firefighter/Paramedic position with the City of Cambridge.
- Firefighter Michael Morgan resigned in November 2021 after serving the community for over 4 years. He was appointed to the Burlington Fire Department in February 2017. He accepted a Firefighter position with Massport Fire and Rescue.





## POLICE DEPARTMENT

### BURLINGTON POLICE DEPARTMENT MISSION STATEMENT

*The mission of the Burlington Police Department is to work with all citizens of the community, to create a safe and secure environment with an emphasis on equality, fairness, integrity and professionalism.*

### Burlington Police Dept. Personnel by Rank & Seniority Chief Thomas P. Browne

#### Command Officers

Deputy Chief Robert Kirchner  
Capt. Gregory Skehan  
Capt. Vacant position  
Lt. Glen Mills  
Lt. Michael McDade  
Lt. Timothy McDonough  
Lt. Daniel Hanafin  
Lt. Kevin Cooney  
Sgt. Kevin Doherty  
Sgt. David H. McLean  
Sgt. Gerard McDonough  
Sgt. Timothy Kirchner  
Sgt. Matthew Leary  
Sgt. Thomas Carlson  
Sgt. Peter Abaskharoun  
Sgt. Christopher DiDonato  
Sgt. Matthew Creamer  
Sgt. William Trelegan

#### Detectives

James Hanafin  
Sage Costa  
Domenic Grossi  
Lyn Reynolds  
Ashley Daniels  
Patrick Lyons  
Amanda Santos

Paul Callahan  
Paul Glejzer  
Robert Aloisi, Jr.

#### Officers

Harry Sawyer, Jr.  
Keith Sheppard  
Stephen Papagno  
Joseph Papsedero  
David M. McLean  
Michael Minichiello  
Roberto Reyes  
David Outerbridge  
Vito Costa  
Shane Thomson  
Nikolas Saledas  
Brian Hanafin  
Rameez Gandevia  
Dominic Calicchio  
Eric Magee  
Matthew Trahan  
Jillisa Smith  
Daniel Main  
Thomas Zarro  
Brittany Zaccagnini  
Renoel Amogawin  
Jacob DeSantis  
Brian Goggin  
Hadyn Matarazzo  
Tristan Cochran  
Melisa Cadet  
Stan Savage  
Aurise Miedico  
Darryl Calicchio  
Eric Jaeschke

Thomas Lyons  
Nicholas Scola  
Chris Kelly  
Brian Ricci  
Colton Bader  
Joseph Belsito  
Daniel Murphy  
Richard Riley

#### Dispatchers

Edwin Kolhonen  
Christopher Hartling  
Melissa Neiman

#### Admin

Rosemarie Tieri  
Paula Manzo  
Paola Harlow

#### Detail Clerk

Betsy Forte

#### ACO

Gerry Mills

#### Civilian Support

Karen DiRienzo  
Hannah Hazlett

#### Police Academy Students

**WEBSITE**

<https://www.bpd.org/>

It is with great pleasure and humility that I submit my first “*Year in Review*” for the Burlington Police Department. Appointed as the Chief of Police in March and sworn in on June 30, 2021; I am humbled and proud to serve as the chief of such a professional, progressive and hardworking department.

The Burlington Police Department had another successful year in 2021, although it was certainly a different time in the department’s history due to the ongoing COVID-19 pandemic. The officers and staff of the department continue to perform at a high level. We strive to set and maintain a high level of professional law enforcement services by maintaining stringent standards for employment and investing in all of our personnel through up-to-date training in all aspects of police work.

In June of 2021, the Massachusetts Legislature passed a new police reform law entitled “*An Act relative to justice, equity and accountability in law enforcement in the Commonwealth.*” This law has mandated many changes for the Massachusetts law enforcement community overall. However, our residents should be proud to know that many of the reforms that have followed from this enactment had already been implemented in the department and have been in our policies & procedures for many years. For the most part, the changes that will impact our department focus on new policies related to the formation of the Police Officer Standards and Training Commission (POST) and many of the requirements have yet to be finalized as the commission itself is still not up and running. There will likely be some unforeseen consequences flowing from this law as it pertains to costs for body-worn cameras, complaint notification procedures, public records requests, and other areas of our operations.

In May 2021, Town Meeting authorized a warrant article for the police and fire departments to update our dispatch centers. We thank the town meeting members and all of the elected officials that supported this article. The departments strive to keep up with current technology to serve our residents and visitors in the most professional and responsive manner. Our dispatch consoles are beyond their useful lives and the necessary replacement will ensure that we stand ready to respond to all types of calls for service. The upgrades to the communications equipment will also allow our officers to maintain the highest officer safety standards.

On May 17, 2021, the department was awarded the *Burlington Community Response Initiative* from The Cummings Foundation. This grant will allow the department to maintain and improve upon our mental health outreach. It is also allowing us the ability to maintain a real-life simulator for scenario-based training of all types, which will allow our officers to develop high levels of proficiency in dealing with people with mental illness, as well as use of force scenarios that will help hone officers’ skills in this important area of law enforcement. This grant is also allowing us to hire a part-time planning and research professional that will assist the department in providing up-to-date data and analysis to assist us in focusing our efforts on necessary areas and problems within town. We also have a mental health clinician on staff, part-time, and her work has been monumental in allowing us to focus law enforcement efforts where they need to be while allowing for diligent and professional follow-up for people and families in crisis.

On the personnel front, we had many retirements this year:

January: Sergeant Bernard Schipellit; Officer Spiros Tsingos; Detective Thomas Fournier; Officer William Soda

June: Detective Anne Marie Browne; Detective Albert Gagne; Chief Michael Kent.

All of the personnel above served the Burlington Police Department for 11 to 32 years. The void they leave will be tough to fill as their years of experience, local knowledge and familiarity with the department's policies and procedures are assets that walked out the door with them. In order to get their replacements to a high level will take time, but we have personnel in place that are up to the task and are doing a great job working towards this goal. We wish all of these employees the best of health and happiness in their retirement years. They have earned it!

Unfortunately, the department also lost three valued, retired members.

On March 13, 2021, Lieutenant Walter R. Bevis passed away after a battle with cancer. Lt. Bevis was a fixture in the department for many years and was familiar to everyone in town. He served as a police officer, detective, sergeant, sergeant detective, lieutenant, and lieutenant detective. During his final years on the department, he was a shift commander and worked the day shift. His impact on the department is still evident today. Upon retirement, he served as a special officer for five years until finally moving on from police work. Lt. Bevis was likely one of the hardest working people I have met. He truly loved being a police officer, but he had talents that went beyond the uniform. He gave his best years to the department. We offer his family our collective condolences for their loss.

On June 16, 2021, Officer William Maggio passed away at his home in Arizona. Bill worked for the department during the 1990's after transferring from the Winchester Police Department. He and Inspector Claudell Moore got married, retired and moved west. Bill will always be described as a vibrant person that got along well with everyone he encountered and brought smiles and laughs to those around him. His large personality and friendliness were missed from the moment he left the department and we are truly sorry about his passing. May his family find peace in his good memories!

On October 16, 2021, Lieutenant Alfred Sciuto passed away from cancer. Al, as he was known to the entire town, was a huge ambassador to the department during his many years of faithful service. He had served as a patrol officer, K-9 officer, sergeant, lieutenant, and lieutenant detective. During his years on the department, Al was very widely regarded as an expert on crime prevention and expended tons of effort on bringing crime prevention programs to town, as well as bringing his expertise to other communities and police departments teaching on the subject. Al was often a guest on various BCAT programs and enjoyed the spotlight. He lived by the mantra "the person may have done wrong, but it doesn't make them a bad person." By living this way, he humanized the badge for many of us and set an example of community policing at its best. We offer his family our collective condolences, as well.



*50th Anniversary of Safety Town - Officers Saledas, DM McLean and Sgt G McDonough*





*Retirement for Chief Kent*

As stated above, on June 20, 2021, Chief Michael Kent moved on from the department in retirement. As a result of his retirement, I was appointed to the position of Chief of Police, and Captain Robert Kirchner was appointed to the position of Deputy Chief of Police. The retirement of Chief Kent was bittersweet. He is a well-respected member of the department and community and made his mark here in his eleven years as chief. He put into place excellent people and processes in order to allow for a seamless transition upon his retirement. He treated people fairly and raised the level of expectation within the department. He was instrumental in taking the department out of civil service and that has allowed the department to prosper in terms of its personnel by allowing us to hire the best, and to do so quickly. The department is in a much better place than when he came on board as a result of his efforts and interest in making us raise our levels of performance. We wish Chief Kent the best in his retirement and know that he will continue to leave his mark on others as he moves on to new opportunities.

As always, the members of the department continue to amass countless letters of appreciation for various calls for service and public interactions. They are too numerous to mention here, but I am proud of all of the members of the department for their tireless efforts to maintain their high standards and positive interactions with the public they serve.

This year, as a result of retirements and resignations, we have added and promoted personnel:

Detective Matthew Creamer and Officer William Trelegan were both promoted to sergeant. The sergeants have consistently performed at high levels in their respective assignments and on the promotional processes and I am very happy to have them as part of the command staff moving forward. They bring their years of experience as officers back to the road and will be able to train and mentor our new officers.

On March 1, 2021, Officer Papsedero had to remove K-9 Argo from service due to medical concerns. Argo is now living with Officer Papsedero and his family, who will continue to provide him the best life possible now that he is off the beat. K-9 Remy came to Officer Papsedero on March 14, 2021 and has already completed patrol school and is currently in training to become an explosive detection dog. He is a great asset to the department and the program overall pays dividends to the community in having immediate access to this resource.



*Congrats new officers - Chief Browne is in the middle - Left to right are Officers Daniel Murphy  
Colton Bader - Joe Belsito - Richard Riley*

We welcomed the following officers to our ranks, and I am proud to have them as part of the department:

Officers Christopher Kelly and Brian Ricci came on board already fully trained and certified. Officer Kelly graduated from the MPTC – Boylston Academy in 2013 and came to us by way of the Nantucket Police Department after eight years of service. He was serving Nantucket as a detective at the time of his departure. Officer Ricci came to us by way of the Bedford Police Department and was working as a solo-patrol officer on the evening shift in Bedford. He is a graduate of the Lowell Police Academy.

Officers Joseph Belsito, Daniel Murphy, Richard Riley and Colton Bader graduated from the Northern Essex Community College Police Academy in November 2021 and will be assigned to field training until February 2022 before assuming solo-patrol duties. All four of the officers performed beyond expectations during their initial academy training and have continued a standard of excellence for all future Burlington Police Officers.

We also hired a part-time recovery coach, Hannah Hazlett. She will be working as a resource for the department to assist in cases involving those with addiction-related illnesses and crises; and with families and friends of those afflicted, adding an instrumental layer to our service role within the community.

I would like to thank the Burlington community for their continued support of the Burlington Police Department. Despite the national and local calls for defunding the police and other anti-police rhetoric, we have continued to appreciate your collective support. The department will continue to perform at a high level of service and professionalism, and I look forward to hearing from any community member on matters that cause you concern.



*History is made with the first time all female patrol shift hit the streets. Detective Reynolds, CLO Santos, Officers Zaccagnini and Smith*

In closing, I would be remiss if I did not thank Town Administrator Paul Sagarino and Assistant Town Administrator John Danizio for their continued support. They have supported me in my new role and have always supported the department in our efforts to aim higher in the services that we strive to bring to the community. Additionally, the Select Board has continually been supportive of our efforts and the board is always willing to listen to new ideas and initiatives that will raise our level of achievement throughout town and the law enforcement community. I truly appreciate all of the support and look forward to continuing a transparent and mutually beneficial relationship with the community and our elected and appointed officials. I wish everyone the best of health and prosperity in the New Year!

Respectfully,

Thomas P. Browne  
Chief of Police



## DEPARTMENT OF PUBLIC WORKS

## WEBSITE

<https://www.burlington.org/433/Public-Works>

<b>Administration</b> John G. Sanchez Teresa Keene Rachel Leonardo Pialisa Manent Danielle McKenney Patti Robichaud	Director Admin Assistant II Operations Analyst Account Spec Admin Assistant I Account Spec	<b>Highway</b> Kevin Keene Robert McMahon Michael Giardina Donna Manning Anthony DeSimone Michael DeSimone Pat Duran Thomas Harrington Christopher Lavoie Daniel Matarazzo Michael McCarthy Ricky McClenningham Michael Murphy David Severino	Superintendent Lead Foreman Working Foreman Timekeeper Spec Equip Oper Spec Equip Oper Spec Equip Oper Spec Equip Oper Spec Equip Oper Spec Equip Oper Spec Equip Oper Spec Equip Oper Spec Equip Oper
<b>Engineering</b> Thomas Hayes Brian White Tim Mazzone Steve Hildreth Meghan Cavalier Lisa Matarazzo	Town Engineer Asst Town Engineer Sr Engineer Sr Engineer Jr Engineer Eng. Aide	<b>Water and Sewer</b> Paul Bieren Matthew Davis Aaron Chase Paul Barbieri Jr Kenneth Ganley Christopher Hayes Jeffrey Judge Jamie Phillion Michael Rose Nicholas Tricomi	Superintendent Lead Foreman Working Foreman Pump Stat Oper W&S Equip Maint W&S Equip Maint Laborer W&S Equip Maint Pump Stat Oper Pump Stat Oper
<b>Buildings &amp; Cemeteries</b> Frank Anderson Nicole Noorigian Michael Quinones Pari Doherty James Bieren Billy Bouley James Gavula Donald McNeil David Swift Kevin Mehigan Kevin Crehan Steve Doyle Mary Hamel Eric Moran Laura Sorensen	Superintendent Lead Foreman Working Foreman Admin Assistant I Spec Equip Oper Bldg Maint Crfts Sr Bldg Maint Crfts Bldg Maint Crfts Bldg Maint Crfts Head Custodian Bldg Custodian Lead Custodian Lead Custodian Bldg Custodian Bldg Custodian	<b>Water Treatment</b> Russ Makiej Brian Sullivan Nanette Masotta Robert Clougherty James Doherty John Doherty Sinan Enrem Gabrielle Fitzgerald-Leger	Manager Chief Operator Backflow Tech Operator Operator Operator Operator Operator
<b>Central Maintenance</b> George T. Lee Leo Fernandes Brian McCarthy Luke Duprez	Superintendent Master Mechanic Motor Equip Repair Motor Equip Repair		

## PURPOSE

The goal of the Department of Public Works (DPW) is to provide high quality services to all residents as well as to offer support to boards, commissions and other town departments. The DPW is made up of six divisions including Administration, Buildings and Cemeteries, Central Maintenance, Engineering, Highway, and Water and Sewer. With its 65 full-time, 1 part-time, and 9 seasonal employees, the department maintains the Town's roadway, drainage, water, sewer, street lights, traffic lights, buildings and cemetery infrastructure. In addition, the department provides daily services such as water, sanitary sewer, trash pick-up and winter maintenance operations.

2021 marks the second year of the global pandemic, and I am extremely proud to report that all essential operations of the Public Works Department continued uninterrupted: water production, sewer pumping, water main repairs, snow and ice operations, catch basin cleaning, cemetery burials, building maintenance and repairs, vehicle maintenance, including police vehicles, and trash collection.

During this year a new contaminant, PFAS, was found in our drinking water and the department immediately started to work to solve this problem. The Phase 1 MWRA water connection was opened and has been providing 1 million gallons of water to our Town since May 2021. In addition, plans were put in place to have filters installed at the Mill Pond treatment facility by the end of 2022.

I would like to take this opportunity to thank our public works employees who continued operations and provided services during the pandemic in person as the services we provide do not allow employees working from home.

Respectfully submitted,  
John G. Sanchez, P.E.  
Director of Public Works

## Facilities Upgrades and Energy Efficiency Projects

Burlington is continuously striving to improve the comfort of all Town buildings while reducing energy emissions and increasing efficiencies. We are well on our way to reaching our goal of 20% energy reduction in 5 years. Since becoming a designated Green Community in February of 2020, Burlington has already reduced their energy by 7%.

In the year 2021, the Town focused on improving the schools. Per the requirements set forth by the Department of Energy Resources (DOER), all buildings must have the weatherization process completed before upgrading any heating, ventilation, and air conditioning (HVAC) equipment. The Town partook in a competitive Green Communities grant process in order to complete this HVAC kick-off process. Once awarded, the grant money went toward air sealing, door sidelight and transom improvements, door weather-stripping and sweeps, and pipe insulation at five of the six schools in Town.

The Town also continued its enhancements of the Fire Headquarters HVAC system in 2021. We hired RISE Engineering to install a pressure barrier in the attic, door weather-stripping and sweeps, pipe insulation, and two Energy Recovery Ventilators (ERVs).

While upgrading the Public Library roof, we were able to have the entire roof replaced and all new insulation installed. We look forward to seeing how these projects affect our overall energy use in the next year.

**Completed Projects:**

- Fire HQ Weatherization and ERV
- Fox Hill Elementary Weatherization
- Francis Wyman Elementary Weatherization
- Library Roof and Insulation
- Memorial Elementary Weatherization
- Marshall Simonds Middle School Weatherization
- Pine Glen Elementary School Weatherization

We will be proposing additional projects in the upcoming years to meet the goals of the five-year Energy Reduction Plan (ERP).

Respectfully submitted,  
Rachel Leonardo  
Operations Analyst

**ENGINEERING**

The Engineering Division evaluates, designs, bids, and manages Town-funded infrastructure improvement projects. Additionally, the Division manages consulting engineers hired to design projects outside the expertise of the Division.

**Highlights**

- **DPW Procurement** - Provided procurement assistance to other DPW Divisions on 54 projects.
- **Utility Permits (0031)** – Issued 319 street opening/utility permits as well as 79 Sewer Allocation permits.
- **Francis Wyman Pump Station and Force Main Rehabilitations (7421)** – The design of this construction project to renovate the existing pump station, and to relocate and replace the existing force main, was awarded to Weston & Sampson Engineers, Inc. at a contract price of \$125,000.
- **Water Main Improvements Burlington Mall Road (7431)** – Construction of six hundred and forty one feet of twelve inch (12”) water main and associated work, awarded to TZE Excavating, LLC, of Somerville MA at the contract value of \$235,388
- **Phase 2 MWRA Water Connection (7460)** – Construction of approximately 10,000 feet of 24 inch water main in the years 2022 and 2023, awarded to GVC Construction Inc. for a contract value of \$7,316,941.
- **Paving - Coldplane Streets (7490)** – Mill and overlay resurfacing of numerous roadways, awarded to P.J. Keating Company for a contract value of \$2,376,732.
- **Parking Lot Paving, Rahanis Park (7491)** – Reconstruction, paving and LID drainage installation of the Rahanis Park Parking Lots. Construction awarded to Lazaro Paving of Shirley, MA at the contract value of \$421,666.
- **Crack sealing (7492)** -- Twenty three (23) streets as well as the Town Hall Annex parking lot were crack sealed by Sealcoating, Inc., doing business as Indus. The total contract price was \$18,078.
- **Sidewalk construction - MassDOT Shared Winter Streets Grant (7493)** – Construction of a sidewalk connecting Terrace Hall to Middlesex Turnpike with a LID drainage feature. MassDOT awarded the Town \$270,845 under the Winter Shared Streets Grant. The project was awarded to Tasco Construction Co. of Belmont, MA at a contract value of \$268,755.



- **Traffic Signal Upgrade Design (Winn St & Peach Orchard Rd) (7503)** – This project was awarded to VHB at a contract price of \$55,500.
- **Traffic Signal Upgrade (Winn St & Peach Orchard Rd) (7504)** – The reconstruction of the signal at this intersection was awarded to Pine Ridge Technologies, Inc. for a contract price of \$273,169.
- **Street Light Maintenance (7518)** -- On call comprehensive streetlight maintenance service for the entire Town owned overhead and underground served streetlight equipment, including all town owned pole mounted lights located on town owned properties. Awarded to Coviello Electric and General Contracting Co., Inc. of North Reading for the one year contract price of \$42,700.
- **Project 11 I/I Sewer Investigations (7523)** – Sewer inspections to identify infiltration and inflow, awarded to Weston & Sampson Engineers, Inc. at a contract price of \$274,616.

**Washington Ave Stream Restoration and Rahanis Park Drainage Mitigation (7563)** – Restoration of the stream behind Washington Ave to reestablish flow. LID drainage installation in Rahanis Park. Contracts awarded to Pecora Construction for contract values of \$3,800 and \$6,825 respectively.

Respectfully submitted,  
Thomas F. Hayes, P.E.  
Town Engineer

## **BUILDINGS & CEMETERIES DIVISION**

### **Buildings Section**

The overall mission of the Buildings Section of the Buildings and Cemeteries Division is to maintain and repair our 26 town owned buildings and the outbuildings associated with them. These buildings include the Town Hall, Town Hall Annex, Police Station, Fire Station, Library, Human Services Building, Grandview Farm, 33 Center Street, Vinebrook Treatment, Mill Pond Treatment, Water Division Garage and Fire Station #2 as well as moving into our new Central Maintenance/Park and Recreation Maintenance facility located at 10 Great Meadow Road.

In 2021, we processed and completed 350 repair and maintenance jobs at various locations, as well as providing groundwork, preparation and supervision of outside contractor projects. Of the completed jobs, 275 were handled by in-house employees, with 75 performed by outside contractors.

In-house jobs included building, electrical, plumbing repairs and general maintenance work needed. Projects performed by outside contractors were related to elevator testing, inspections and repairs; HVAC inspections, maintenance and repairs; emergency generator repairs; fire alarm testing and repairs; fire extinguishers annual testing and replacements and pest control.

## Highlights

- As part of ongoing energy efficiency projects in connection with Eversource and National Grid, a weatherization and insulation project was completed at the Main Fire Station.
- Facilities improvements were made including:
  - a new Library roof;
  - new construction of an MWRA water shed on Adams Street;
  - sprinkler system upgrades to various town buildings;
  - ongoing painting at various town offices.

## Cemetery Section

The overall mission of the Cemetery Section of the Buildings and Cemeteries Division is maintaining the quality and standards of care of the grounds of the three Town-owned cemeteries that have been continuously upheld for many years.

### 2021 Highlights:

#### *Pine Haven Cemetery*

The Buildings & Cemeteries Division performed 78 burials at Pine Haven Cemetery and sold 40 burial plots. 23 Columbarium niche units were sold in 2021 with 14 inurnments performed.

#### *Chestnut Hill Cemetery*

Cemetery and Buildings Division personnel performed 69 burials at Chestnut Hill Cemetery. The automated irrigation system installation continued progressively in sections of Chestnut Hill.

#### *Old Burial Ground*

Maintenance and preservation of historic markers are conducted throughout the year to keep this historic cemetery in good condition.

Regular maintenance is performed throughout the year in all cemetery areas including weed whacking of grass around headstones and trees, cutting grass, trimming trees and brush, repair and painting of fences, removal of trash and debris and lawn sprinkler repair.

We would like to thank all Buildings and Cemeteries Division personnel for their great work throughout the year. Many thanks to DPW employees, The Middlesex County Sheriff's Office Community Work Program and Town of Burlington seasonal help work program for their assistance with heavy seasonal clean-ups and summer production. The Town of Burlington Veterans' Office and Retired Veterans continued assistance in maintaining our valued Veterans' areas is also greatly appreciated.

Submitted by,  
Frank Anderson  
Buildings and Cemeteries Superintendent

## CENTRAL MAINTENANCE DIVISION

The Central Maintenance Division continued to repair and perform preventive maintenance on the DPW, Recreation, and Police vehicles and equipment. The goal of the department is a safe and efficient fleet.

This year, Central Maintenance moved into a new building at 10 Great Meadow Rd. The new facility with the new equipment will make the department much more efficient and capable of performing repairs that were previously not possible.

In the past year, we have added some new safety equipment and emergency lighting to some of the older vehicles and equipment.

In total, the division maintains 144 vehicles, trailers and heavy equipment, as well as 23 generators and miscellaneous small equipment.

I would like to thank the staff at Central Maintenance for their hard work and dedication.

Respectfully submitted,  
George Thomas Lee  
Central Maintenance Superintendent

## HIGHWAY DIVISION

The Highway Division again dealt with another year of the pandemic and were on schedule with projects to completion. While trying to keep crews healthy we were still able to complete work orders including:

- Street and sidewalk sweeping
- Brush cutting
- Cleaning catch basins
- Catch basin repair
- Repairing berms and lawns
- Filling potholes
- Repairing and replacing of street signs
- Storm clean ups
- Line painting
- Water break road repairs
- Snow events to include 18" storm in February

The Highway Division is thankful for everyone who helped us during another challenging year. We look forward to serving our community for years to come.

Respectfully submitted,  
Kevin Keene  
Highway Superintendent



## **WATER AND SEWER DIVISION**

### **Water Treatment Section**

2021 was a challenging year for us in the Water Treatment Division. We continued to work diligently with our DPW Director and our consulting engineers on our water main project that will enable the town to permanently shut down the VineBrook Facility. This water main project should be completed by December of 2022.

We also began analysis for PFAS compounds in April of 2021. Our water was found to have levels of PFAS that exceeded the MassDEP limit of 20 parts per trillion. We have been working with consulting engineers and town officials along with MassDEP to develop a plan to construct a filter building at our Mill Pond Treatment Plant that will remove these chemicals from our drinking water. We hope to have these filters in service in December of 2022.

We produced 773.931 million gallons of water for our consumers in 2021. VineBrook produced 114.334 million gallons and Mill Pond produced 659.597 million gallons. We also purchased approximately 270.825 million gallons of water from the MWRA.

We operated and maintained our 2 drinking water treatment facilities, our 4 remaining wells, our 3 water storage tanks, our Wellesley Ave pressure booster station, our Robin Lea drainage collection pump station, and our Diversion Station on the Shawsheen River in Billerica which is utilized to pump raw water to fill and maintain reservoir levels at Mill Pond when there is sufficient flow in the river.

We collected over 800 samples for bacteria analysis. We also conducted several thousand routine bench lab tests during our plant operations. Some of the parameters analyzed on a daily basis are: pH, Turbidity, Free and Total Chlorine, Fluoride, Chloramines, Iron, Hardness, Alkalinity and Phosphates. We collected well over 200 water samples to be analyzed by our contracted state approved lab for parameters that we are unable to analyze for in our own lab setting.

I would like to thank our Chief Operator and our Water Treatment Plant Operators for their dedication to their profession and for their commitment to the Town and its residents. Their commitment ensures the efficient operation of both the Mill Pond and the VineBrook Treatment Plants. We strive to produce safe and high quality drinking water to our residents and visitors that meets and/or exceeds MassDEP and EPA guidelines and standards. We look forward to another year of serving our consumers the highest quality drinking water that we are able to produce in our facilities.

### **Backflow Prevention**

A backflow device is a mechanism that is used to protect water supplies from contamination or pollution. We have 3 different types of testable backflow devices used in the Town. They are Reduced Pressure Zone (RPZ), Pressure Vacuum Breaker (PVB), and Double Check Valve (DC). The state regulations require that tests be done twice a year on RPZs and once a year on PVBs and DCs. Mechanical backflow devices have internal seals, springs and moving parts that are subject to wear and tear. Backflows have to be tested to make sure they are functioning properly. Residential backflows only have to be tested upon installation, whereas, Commercial and Municipal buildings are required to be tested upon installation and every year after. The Town charges a small fee per device tested. Currently, the Town has a contract with Weston & Sampson to survey each commercial building.

Total Reduced Pressure Zone devices	1054
Total Pressure Vacuum Breaker devices	56
Total Double Check Valve devices	325
Total testable devices in Commercial/Municipal buildings	1435

## TEST RESULTS

	PASSED	FAILED
DC Residential	3	0
DC Municipal	20	0
DC Commercial	<u>307</u>	<u>0</u>
DC Totals	330	0
PV Residential	51	0
PV Municipality	2	0
PV Commercial	<u>43</u>	<u>2</u>
PV Totals	96	2
RPZ Residential	10	0
RPZ Municipal	110	2
RPZ Commercial	<u>1769</u>	<u>6</u>
RPZ Totals	1889	8
Grand Totals	2315	10

## SURVEY RESULTS

Commercial	180	29
Municipal	<u>1</u>	<u>0</u>
Grand Total	181	29

Respectfully submitted,  
Russ Makiej  
Water Treatment Manager

## Water Distribution and Sewer Section

The Water & Sewer Utilities Division commits to bring our best to work each day with a positive and professional attitude and to provide the highest level of service possible to the resident of the Town of Burlington.

2021 was a demanding and challenging year for all of us. I would like to thank all the hard working and highly skilled employees for their dedication & professionalism while working continuously through the Covid19 pandemic.

I hope this report provides an insight to the services we provide as a team as well as a better understanding of our daily operations. The Water & Sewer Division employees all maintain proper certifications required by the state.

The Water & Sewer Utilities Division performs many functions in order to ensure quality services. Some of the functions are including the following:

**Water:**

- Maintain over 135 miles of public water mains.
- Perform emergency repairs on public water mains as necessary.
- Flushing of water mains by use of hydrants.
- Repair and maintain over 1,000 fire hydrants.
- Repair and maintain the operations of all the town's gate valves.
- Install meters and M.I.U.'s.
- Perform meter appointments as well as troubleshoots.
- Perform mark outs of water services and mains.

**Sewer:**

- Maintain over 156 miles of sanitary sewer pipes.
- Perform emergency repairs of sewer pipes.
- Respond to emergency sewer blocks.
- Rodding of public sewers with Vactor truck.
- Maintain 14 pumping facilities for continuous operations.
- Respond to emergency sewer alarms.
- We also assist other divisions when needed. We assist Highway in snow & ice removal and operations. We assist the Building and Cemeteries Division with burials and their Memorial Day services. We assist the Engineering Department with water & sewer projects.

**Service Summary:**

Number of appointments (repairs, meters, mark out and troubleshoots)	1429
Number of water main breaks	53
Number of hydrants repaired/replaced	60
Number of hydrants flushed	550
Water shut off/on	59
Linear feet of sewers rodded	16075
Sewer blocks responded to	15
Wet well cleaning	36
Emergency sewer alarms responded to	400

We achieved this through the labor and commitment that our highly skilled employees put into their jobs every day.

Respectfully submitted,  
Paul Bieren  
Water



## BUILDING DEPARTMENT

Mark Dupell, Inspector of Buildings  
Andrew Ungerson, Senior Building Inspector  
John Luther, Local Building Inspector  
Michael Kenney, Local Building Inspector  
James McDonough, Inspector of Wires – Retired 12/24/2021  
Eric Sullivan, Backup Wiring Inspector  
Glenn Paparo, Inspector of Plumbing & Gas Fittings  
William Callahan, Backup Plumbing & Gas Inspector  
Erin Killilea, Administrative Assistant  
Judy Sorensen, Administrative Assistant

### WEBSITE

<https://www.burlington.org/606/Building>

### PURPOSE

The Building Department ensures public safety in the built environment within the Town of Burlington through plan reviews, issued permits, daily inspections and code enforcement.

Our Mission is to manage plan reviews, permits and inspections relating to new construction, additions, and remodeling projects. Our Assignment: Review building plans submitted to the Town and approves them based on compliance with the Town's Zoning Bylaws, the Commonwealth of Massachusetts State Building Code, as well as the Planning Board's decision. Conduct and issue Chapter 304 of the Acts of 2004 (an Act to further enhance fire and life safety and other annual inspections (Certificate of Inspection) of certain assembly occupancies (e.g. restaurants, schools / day cares, apartment buildings, etc.). Last but not least, promptly responds to complaints regarding potential code or bylaw violations and as well work done without the proper permits.

### 2021 HIGHLIGHTS

This year the Building Department along with Town Clerk, Planning Board, Conservation Commission, Board of Health, Engineering, Department of Public Works and the Fire Department continuing with the online permitting system known as View Point Cloud – [www.burlingtonma.viewpointcloud.com](http://www.burlingtonma.viewpointcloud.com). We focused on refining the software and making it our own. This online permitting was especially pertinent while COVID-19 and having to social distance; the process of our mission was able to continue on without a health or safety risk.

Shout out to newly retired Electrical Inspector, Jim McDonough for his long time service to the town.

Amy Warfield, Town Clerk and John Luther, Senior Building Inspector continue their software transition endeavors improving workflow and enhance performance.

We benefitted from our online permitting software *Viewpoint Cloud* in our second full year of use. The reporting of statistical data can easily be developed and converted to Excel.

- ❖ 3676 permits issued – averaging less than two (2) days for process;
- ❖ 1012 Residential
- ❖ 43 New single family dwellings
- ❖ 39 Dwellings Demolished
- ❖ 288 Commercial
- ❖ 950 Electrical Permits
- ❖ 555 Plumbing Permits
- ❖ 569 Gas Permits
- ❖ 145 Sheet Metal Permits
- 120 Certificate of Inspection Renewals issued
- \$2,334,318.38 Fees Collected

\$88.7M Commercial construction costs are steady. Shown here is some of the larger remodel projects issued in 2021:

- \$8.5M Azzur, 60 Blanchard Road
- \$6.2M Butterfly Networks, 1600 District Avenue
- \$5.8M ProtoGene, 4 Burlington Woods Road
- \$ 3.1M Ascend Learning, 25 Burlington Mall Road

\$38.7M Residential construction costs summary reflected below:

- 50 Additions
- 116 Windows and/or Doors
- 165 Weatherization (Insulation)
- 60 Solar Panels
- 36 Siding
- 157 Roofs
- 79 Kitchen and/or Bath Remodel
- 53 Decks

54 Complaint / Violation responses: typically neighbors' concerns of unregistered vehicles, property conditions, construction too close to my property line and individuals working without the proper permits.

42 Life Safety Emergency calls (Fire Department requests for assistance and other agencies)

61 Variance denial letter to Board of Appeals (setbacks, signage, etc.)

Official Notifications of new and changed addresses for Enhanced 911, USPS, Verizon, Comcast, Eversource etc:

- 3A & 3B Forbes Avenue
- Patricia Way Subdivision
- 19 Margaret Street

The Microfilm Imaging project has been continuously managed with the last plans prepared and returned microfiche on file. We are now undertaking the imaging of our street files. I believe I'll be retired before we are done.

202 Public records requests. These requests come from U.S. Department of Commerce, Town Clerk, building statistics groups, real estate agents, sales people, etc. and individuals. 100% satisfied customers.

#### FUTURE GOALS

Our goal is to complete the scanning of our property files into Viewpoint. Once completed, each property file will include all documentation relating to that property; the general public will have easy access to research the history of any structure in town.

The construction industry is continuing to change, as well as, codes and regulations that govern them. These changes not only include the materials used, but how a structure is built, insulated, wired, heated, plumbed; with the use of solar and alternate sources of energy/power. With these changes our office is constantly keeping up with the new codes and regulations that govern them.

#### 2021 BUILDING DEPARTMENT STATISTICAL DATA

	No. of Permits Issued	Revenue Collected
Building Permit	363	\$ 1,829,763.00
Building Short Form	770	\$ 145,166.00
Demolition	42	\$ 4,100.00
Signs	127	\$ 6,650.00
Swimming Pool	36	\$ 5,035.00
Electrical	950	\$ 202,444.00
Plumbing	555	\$ 27,195.00
Gas	569	\$ 56,775.00
Sheet Metal	145	\$ 48,516.00
Certificate of Inspections	120	\$ 8,674.00
<b>TOTALS</b>	<b>3677</b>	<b>\$ 2,334,318.00</b>



## Conservation Commission & Conservation Department



*Back row (l-r) Don Bernstein, Ed LoTurco, Indra Deb, Gail Lima*

*Seated front row (l-r) Larry Cohen, William Boivin*

*Not in photo: Jennifer O'Riorden*

*Photo by E. Coleman*

**Conservation Department staff:** John Keeley – Conservation Administrator, Eileen Coleman – Assistant Conservation Administrator, Lisa Crockett-Crowe – Administrative Assistant, Dawn McDowell – Recording Clerk

**Commission website:** <https://www.burlington.org/211/Conservation-Commission>

**Department website:** <https://www.burlington.org/210/Conservation>

**Purpose:** The Conservation Commission is a seven-member volunteer board appointed by the Town Administrator/Board of Selectmen to three-year terms. Larry Cohen has chaired the Commission since 1994 and continued as chair in 2021. 2021 was his 30<sup>th</sup> year on the Commission. William Boivin, who has been a Commissioner since 2012, continued for a sixth year as the vice-chair in 2021. The Commission is fortunate to have several other members with many years of service. Indra Deb has been on the Commission since 1996 and Gail Lima since 2001. Ed LoTurco, Jennifer O'Riorden and Don Bernstein continued to serve in 2021 and Kent Moffatt continued as an Associate Commissioner in 2021.

The Conservation Department was staffed in 2021 by Conservation Administrator John Keeley, Assistant Conservation Administrator Eileen Coleman and Administrative Assistant Lisa Crockett-Crowe. Dawn McDowell was the Recording Clerk for Conservation Commission meetings. The Department is responsible for providing technical review of project proposals, ensuring compliance with the timelines and administrative requirements of the wetlands and stormwater statutes, providing input to other Town Boards and officials, and assisting residents and project proponents in navigating the application process, as well as providing general information on wetlands, stormwater, floodplains and open space to residents.

The Conservation Commission and the Conservation Department are responsible for local administration of, and ensuring compliance with, the Massachusetts Wetlands Protection Act, the local Wetland Bylaw (Burlington Bylaws Article XIV, section 1.0), the U.S. Environmental Protection Agency's NPDES MS4 stormwater program and the Burlington Erosion and Sedimentation Control (Stormwater) Bylaw (Burlington Bylaws Article XIV, section 6.0). To this end, the Commission receives and reviews applications for construction projects involving work within one hundred feet of wetland resource areas, within FEMA floodplain, within 200 feet of most streams, or those creating land disturbances equal to, or in excess of, 10,000 square feet. Through the public hearing process, the Commission determines whether a project is permissible under the various wetlands and stormwater regulations and whether the proposal can be improved to better protect the town's resources and then issues or denies a permit accordingly.

The Conservation Commission and Conservation Department are also responsible for managing several parcels of Town-owned land under Conservation jurisdiction. These include the Mill Pond, Sawmill Brook, Marion Road and Little Brook Conservation Areas, in addition to several other smaller parcels. Many of these areas have hiking trails. The Conservation Department has digital maps of the largest Conservation areas that can be downloaded from the department's web page, or obtained by emailing [conservation@burlington.org](mailto:conservation@burlington.org). Additionally, the Conservation Department assists the Board of Selectmen in the management of the Landlocked Forest. The Conservation Commission also holds a number of conservation restrictions (CRs) on privately-owned land. CRs are customized land use restrictions that allow a landowner to retain ownership of the land and possibly reduce their taxes, while protecting the land in its natural, scenic or undeveloped condition, typically in perpetuity.



*Commission site visit  
Photo by J. Keeley*



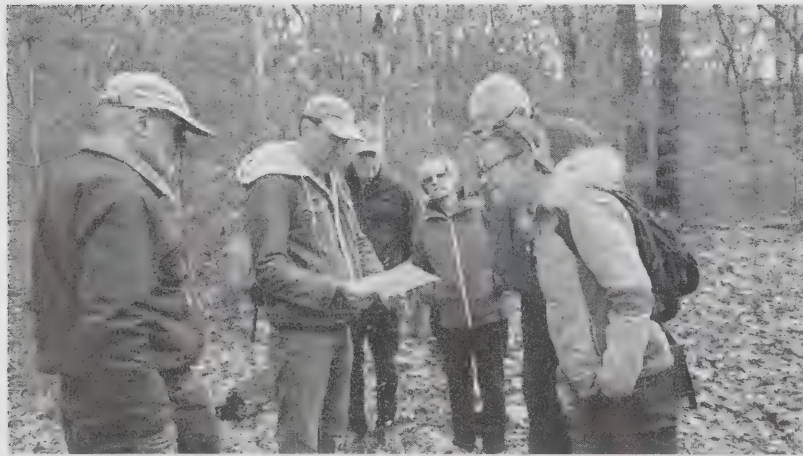
*Science Center's Sean Musselman with John Keeley Photo by E. Coleman*

**Highlights:** Much like 2020, 2021 was a challenging year because of the COVID-19 pandemic. All of the Commission's meetings were held virtually via web meeting technology. Department staff worked in the offices, but social distancing made car-pooling to site visits impossible. Despite all that, 2021 was still a busy year for the Commission as construction did not slow down.

- The Commission issued fifteen (15) Orders of Conditions/Wetland Permits for projects proposed near wetlands.
- The Commission and/or Conservation Department issued twenty-six (26) Erosion & Sedimentation Control Permits for construction projects disturbing at least 10,000 sq. ft. of land, many for teardowns of existing residential dwellings and construction of new, larger dwellings. Commercial projects included a new commercial building at 25 Network Drive.
- The Commission also issued thirty-four (34) Determinations of Applicability for smaller construction projects proposed near wetlands.
- The Commission and/or Conservation Department also issued several Certificates of Compliance/Completion and Enforcement Orders.
- The Conservation Department applied for, and received, an MVP (Municipal Vulnerability Preparedness) grant for \$108,000 to explore strategies to mitigate the effects of climate change and make Burlington more resilient to flooding and the effects of heat islands caused by increasing temperatures.
- The Conservation Department helped resolve several beaver-related flooding issues.
- The Commission and the Conservation Department continued working with the Trustees of Reservations as they transform Mary Cummings Park.
- The Conservation Department continued to update and expand the Town's stormwater website, with information on reducing water pollution, flooding and erosion, and pages targeted to residential and commercial properties, as well as the construction sector: <https://www.burlington.org/329/Stormwater-Management-Program>
- The Conservation Department updated the Erosion and Sedimentation Control (Stormwater) Bylaw.



- The Conservation Department, as part of its effort to coordinate the National Pollutant Discharge Elimination System (NPDES) municipal separate storm sewer system (MS4) permit, employed one Stormwater intern, Matt Hemler. The MS4 permit requires Burlington to map its entire stormwater system and sample stormwater for various parameters to identify areas of concern in the system. The stormwater sampling program will be ongoing and the Stormwater management efforts are reflected here: <https://www.burlington.org/329/Stormwater-Management-Program>
- The Conservation Department also employed one Land Management Assistant, Rob Bosso, from mid-May through December 2021. Rob patrolled Conservation Areas, created and maintained trails, recommended management changes and updated the mapping for several Conservation Areas.
- Summer stream-cleaners Cayleigh Goss-Baker and Chloe McGonagle worked hard removing blockages and trash from the Town's waterways, continuing the long-running seasonal program.



*Rob Bosso on Conservation walk  
Photo by G. Lima*

**Future Goals:** In 2022 and beyond, the Conservation Commission and the Conservation Department will be working together to:

- Enhance resource areas and groundwater quality by protecting and increasing green space and reducing discharges of untreated stormwater to streams and wetlands.
- Continue to educate the public and business community about the importance of wetlands and streams, as well as buffer zones to those resource areas.
- Continue to educate the public and business community about managing stormwater and reducing pavement and other impervious cover.
- Implement the NPDES MS4 Stormwater Permit administered by the U.S. Environmental Protection Agency and the Massachusetts Department of Environmental Protection.
- Continue the environmentally-sensitive hand stream cleaning program.
- Improve management of conservation areas, including continuing to work with the Burlington Police Department to control illegal ATV usage, and increasing volunteer stewardship opportunities.
- Work with the Trustees on landscape management at Mary Cummings Park.

- Increase public appreciation and use of Conservation areas through outreach and the use of social media.
- Continue to encourage and expand the formation of Green Teams in the Burlington schools.
- Work to reduce and mitigate the effects of climate change in Burlington.

The Commission encourages the involvement of all interested Burlington residents in helping to preserve the natural resources of the Town and to expand their use and appreciation. The Commission generally meets the second and fourth Thursday of each month at 7:00 p.m. and all Burlington citizens are invited to log into the meetings or attend, once the COVID-19 pandemic is over. Additional information, including meeting schedules, agendas and minutes, helpful links and application forms are available on the Conservation Department and Commission's web pages.

## **PLANNING BOARD**

Brenda Rappaport, Chairman, William Gaffney, Vice Chairman,  
Paul R. Raymond, Member Clerk, Joseph A. Impemba, Barbara G. L'Heureux Ernest E. Covino Jr.,  
Michael Espejo

## **ADMINISTRATIVE & PROFESSIONAL STAFF**

Kristin E. Kassner, AICP, Planning Director

Elizabeth Bonventre, Senior Planner

Brady Caldwell, Assistant Planner

Jennifer Gelinas, Administrative Assistant

Dawn McDowell, Recording Clerk

We are located on the first floor of the Town Hall Annex and further information can be found on the web at: <https://www.burlington.org/301/Planning>

### **PURPOSE**

Planning is a dynamic profession that works to improve the welfare of people and their communities by creating more convenient, equitable, healthy, efficient and attractive places for present and future generations. Planning involves technical, political and legal processes to guide the use of land and design of the urban environment to ensure the orderly development and fiscal stability of the community. It concerns itself with research and analysis, strategic thinking, urban design, public consultation, policy recommendations, implementation and management. Planning enables civic leaders, businesses, and citizens to play a meaningful role in creating communities that enrich our lives.

The Planning Board was established by a vote of Town Meeting in 1939 in accordance with Massachusetts General Laws, and the first Board was elected in 1940. The Board normally holds regularly scheduled meetings on the first and third Thursdays of each month. Development activity under the jurisdiction of the Planning Board falls into three categories: Subdivisions, Site Plans, and Special Permits. The Subdivision Control Law is the statutory authority that gives the Planning Board jurisdiction over the creation of new lots and construction of new streets. Site Plan review and Special Permit granting authorities are derived from Town Meeting through the Burlington Zoning Bylaw.



## COMMITTEE MEMBERSHIP

2021 saw no changes, with incumbent Joseph A. Impemba being reelected to the Board in the annual Town Election. The Planning office was able to re-open to the public with appropriate precautions and the meetings switched to a hybrid format.

Select Members of the Planning Board serve as representatives on the following committees: Land Use Committee, Small Cell Committee, North Suburban Planning Council (NSPC) (Sub-region of the Metropolitan Area Planning Council (MAPC)), Burlington Housing Partnership, Burlington Transportation Committee and the Zoning Bylaw Review Committee (ZBRC). Member Gaffney serves as the Board's representative to the Recreation Commission.

The Planning Director is a member of the Staff Traffic Advisory Committee (STAC) and the Small Cell Committee. Member Espejo serves as the Town's representatives to the Metropolitan Area Planning Council (MAPC). The Planning Board Chairman and Staff, jointly with the Town Administrator and Selectmen, continue to participate in regional initiatives including the Middlesex 3 Coalition, a regional partnership, in cooperation with 10 municipalities, academic and business institutions within the region; and the Massachusetts Area Planning Council (MAPC) and Northern Middlesex County of Governments (NMCOG) mobility studies to identify regional transportation and infrastructure needs, workforce development and the future of work within the North Suburban Planning Council sub-region.

Planning Staff works very closely with Town Departments including: Town Administrator, DPW/Engineering Division, Fire and Police Departments and local property owners on the implementation of the MassWorks grant funding and mitigation requirements outlined in various Planned Development Districts (PDDs) to advance improvements along Middlesex Turnpike. The Department also works closely with other permitting departments and due to the pandemic have been holding Development Coordination Meetings (DCM) weekly.

## LONG-RANGE PLANNING

Massachusetts General Law requires that every municipality in the Commonwealth complete a Comprehensive Master Plan. Burlington is reaching the 20-year mark since the last Plan was created. A Master plan is "A statement through text, maps, illustrations or other forms of communication that is designed to provide a basis for decision making regarding the long-term physical development of the municipality..." – (*Chapter 41 Section 81D of the General Laws of Massachusetts*). It serves as the community's general "blueprint" for its future, guiding regulatory changes, land use policies, budgeting decisions, and much community decision making.

The Planning Department is underway with final editing. The Final Comprehensive Master Plan will be released in 2022. The Planning Department is working closely with the Economic Development Department and Director, Melisa Tintocalis on the Burlington Mall Road planning and visioning initiative with MassDevelopment. We are also working with Conservation Commission on their grant through the Municipal Vulnerability Program on the Vine Brook Watershed Vulnerability Assessment. The Planning Department has also received a grant through the Commonwealth's Community One Stop Program to undertake a feasibility analysis on Blanchard and Wheeler Road to review roadway improvements, reduction in flooding and streetscape and walkability improvements.

## **2021 ZONING BYLAW AMENDMENTS & REZONINGS**

### **January Town Meeting 2021, ARTICLE 2: An Act Relative to Changing the Name of the Board of Selectmen in the Town of Burlington**

Proponent: Town of Burlington

APPROVED by Town Meeting

### **January Town Meeting 2021, ARTICLE 3: Zoning Bylaw Housekeeping Amendment**

Proponent: Town of Burlington

APPROVED by Town Meeting

### **May Town Meeting 2021, ARTICLE 31: Network Drive at Northwest Park Planned Development District/Zoning Amendment**

Proponent: Network Drive Lot 10 Owner LLC

APPROVED by Town Meeting

### **May Town Meeting 2021, ARTICLE 32: South Avenue I Planned Development District/Zoning Amendment**

Proponent: Robert Bendetson, Trustee of the Bendetson-Portsmouth Realty Trust, u/d/t dated November 25, 1981 and amended through July 13, 2010; Thomasville Limited Partnership and Burlington Crossing Retail Business Condominium Trust

APPROVED by Town Meeting

### **May Town Meeting 2021, ARTICLE 33: Rezone Property located at 20 South Avenue, 40 South Avenue, 70 Blanchard Road, 76 Blanchard Road, 78 Blanchard Road, 80 Blanchard Road, 99 South Bedford Street, 111 South Bedford Street, and 20 Blanchard Road to the IH (High-Rise Industrial) District**

Proponent: Town of Burlington

APPROVED by Town Meeting

**May Town Meeting 2021, ARTICLE 34: Parking Structures and Garages**

Proponent: Town of Burlington

APPROVED by Town Meeting

**September Town Meeting 2021, ARTICLE 18: Changing the Name of the High-Rise Industrial (IH) District to the Innovation (I) District in the Town of Burlington**

Proponent: Town of Burlington

APPROVED by Town Meeting

**September Town Meeting 2021, ARTICLE 19: Rezone Property located at 1 Rounder Way to the IH (High-Rise Industrial) District**

Proponent: David Reinfeld, Plover Capital, LLC and Lou Frate, Nils Anthony, LLC

APPROVED by Town Meeting

**September Town Meeting 2021, ARTICLE 20: Rezone Property located at 1 & 20 Wall Street to the IH (High-Rise Industrial) District**

Proponent: the Gutierrez Company

APPROVED by Town Meeting

**September Town Meeting 2021, ARTICLE 21: Rezone Property located at 2 & 10 Wall Street to the IH (High-Rise Industrial) District**

Proponent: the Gutierrez Company

APPROVED by Town Meeting

***PERMITTING ACTIVITIES***

The Zoning Bylaw requires that the development, redevelopment, or improvement of all commercial, multi-unit residential, and municipal services projects may only be constructed in accordance with an approved site plan. The Planning Board reviews such proposals to ensure that the development of a site is conducted in accordance with the Zoning Bylaw and will not result in problems with respect to Town utilities, or create adverse impacts on adjacent properties. The Planning Board's Site Plan Rules and Regulations have established four levels of review depending on the scope of activity proposed and



previous decisions of the Planning Board affecting the subject property. The four levels of review are Site Plan, Site Plan Waiver, Minor Engineering Change, and Insignificant Change. The Zoning Bylaw also designates the Planning Board as the Special Permit Granting Authority. In 2019, there were 69 applications and requests related to land development that required a formal decision by the Planning Board.

### **Site Plans**

A formal Site Plan review is required for projects involving new construction or substantial additions or alterations to an existing facility, and may be imposed where an alteration is proposed for existing facilities that predate the establishment of the site plan review process. The application process requires a public hearing and a multi-departmental review of the proposal. Nine (9) Site Plan applications were filed in 2021.

### **Site Plan Waivers**

For property where a Site Plan has been previously approved, or for a relatively minor change to a property where there is no approved site plan, a property owner may receive permission to make changes to the development on that property by applying for a Site Plan Waiver. The Planning Board received zero (0) requests for Site Plan Waivers in 2021.

### **Minor Engineering Changes**

A property owner may wish to make a minor change to an approved Site Plan. Such changes usually involve minor adjustments in plan details necessitated by field conditions. Examples of such changes include parking space alignment, handicapped access adjustments, and minor drainage improvements. The Planning Board received Eleven (11) requests for Minor Engineering Changes in 2021.

### **Insignificant Changes**

Insignificant changes to an approved plan constitute the most minor site changes made in accordance with Site Plan review. This type of change may include a minor adjustment of parking space alignment necessitated by on-site conditions, changes in exterior doorways or minor handicapped accessibility improvements. The Planning Board received fifteen (15) requests for Insignificant Changes in 2021.

### **Special Permits**

The purpose of a Special Permit is to control uses which may be appropriate, depending on the location and the manner in which the use is developed and operated. Special Permits are generally for uses specified in the Zoning Bylaw which require the highest degree of scrutiny by the Planning Board. Restaurants, fast-order food establishments, hazardous materials use and storage, fuel storage, automotive uses, and communication antennas are common examples of uses that require a Special Permit in Burlington. Most site construction within a Planned Development District (PDD) also requires a Special Permit. Twenty-Seven (27) Special Permit applications were filed in 2021.

## APPLICATION FEES

The Town collects fees for the 79 applications made to the Planning Board. Fees collected are directed to the general revenue fund of the Town. In 2021, the following fees were collected:

Definitive Subdivisions	\$0.00
Approval Not Required	\$860.00
Preliminary Subdivisions	\$0.00
Special Permits	\$64,156.57
Site Plans	\$15,000.00
Site Plan Waivers	\$0.00
Minor Engineering Changes	\$6,500.00
Insignificant Changes	\$3000.00
Rezoning Applications	\$8,510.00
APPLICATION FEES COLLECTED	\$89,516.57
TOTAL FEES COLLECTED	\$98,026.57

## PERMITTING HIGHLIGHTS

Projects under construction or redevelopment during the past year include: Azzur Clean Rooms (60 Blanchard Road), Multifamily project at 174 Middlesex Turnpike (167 Units), Five Below at Crossroads Plaza, Lightforce Orthodontics (42 Third Avenue), 2-lot Definitive Subdivision on Redmond Street, Helipad and MRI expansion at Lahey Medical Center, Siphox at 111 Terrace Hall Avenue, O'Reilly Auto Parts at 207 Cambridge Street, Island Creek Oyster Bar rebranding to Row 34 at the District, Forust a 3d Wood Printing Company at 1 North Avenue, Glaukos at 30 North Avenue, Teriyaki Madness at 68-110 Burlington Mall Road and a new 270,000 square foot Life Science/Bio manufacturing building at 25 Network Drive.

Looking forward to 2022, the Planning Department expects the current pace of permitting to speed up. We are at a time, not unlike the mid-1990's, when Sun and Oracle chose Burlington as their home. The life science cluster is strengthening and we are seeing a strong pull to this area as big names land and many follow. We expect to be entering a transformative and prosperous time in Burlington if we can keep pace and work together to shepherd these projects in the right direction to meet the needs of the community.





## BOARD OF HEALTH



### **BOARD OF HEALTH MEMBERS**

*Back row (l to r) Wayne Saltsman, MD, Ph.D; Andrea Sheehan*

*Front row, sitting (l to r) Edward Weiner, Ph.D, Chairman; Maribeth Welch (missing from photo: David McSweeney, Vice Chairman)*

### **DEPARTMENT STAFF**

Susan Lumenello, REHS/RS, CHMM, Director  
Michael Greene, REHS/RS, Associate Director  
Christine Mathis, Environmental Engineer  
Marlene Johnson, RS, Health Agent  
Samantha Hardy, Associate Health Inspector  
Christine Paulik, RN, Supervising Nurse  
Sarah Courtemanche, Administrative Assistant  
Michele Nichol, Administrative Assistant  
Kathleen Capobianco, Medical Reserve Corps (MRC) Administrative Assistant

### **WEBSITE**

<https://www.burlington.org/218/Public-Health>  
[www.burlingtonmrc.org](http://www.burlingtonmrc.org)

### **PURPOSE**

The mission of the Burlington Board of Health is to protect, promote, and prepare for all public health issues or potential crises that occur within the community. The Board of Health enforces state-mandated and local public health regulations, conducts inspections as mandated, issues town permits, investigates community-based complaints or concerns, and supports the goals of public health by providing education and community programs. In addition, the Board of Health is responsible for the review of many aspects of proposed land use and development issues—including drainage, safety and quality of life--and thus is a protector of town natural resources as well (i.e., its aquifers). The Board of Health specifically oversees and regulates (but is not limited to) town food service establishments, mobile food trucks, swimming pools, recombinant DNA-use industries, and any necessary actions that may occur as a consequence of communicable disease surveillance.

The Board of Health has and continues to play a critical role in both the investigation and coordination of care required for short and long-term remediation of the multiple “historical” contaminated sites within the community. Through local programming, routine investigations, establishment of by-laws and policies, as well as overseeing a bi-annual, household hazardous waste (HHW) program, the Board of Health is the organization for the protection of the Burlington environment.

The Burlington Board of Health is the sponsoring agency of the Burlington Volunteer Reserve Corps (BVRC), a federally recognized Medical Reserve Corps (MRC) unit under the Office of the Assistant Secretary for Preparedness and Response (ASPR), established to meet the public health needs of the community. BVRC volunteers support the Board of Health in providing public health services and programs, such as the annual flu clinic, the Community Health Fair, the semi-annual household hazardous waste collections, and blood pressure screenings throughout the community. BVRC volunteers participate in a variety of training opportunities to be able to assist the Town of Burlington, if needed, in emergency response efforts, such as disease outbreaks or sheltering.

The Board continues ongoing work as the leader in preparation for and response to any and all public health emergencies that may arise in the town. The Board focuses on the needs of the community with specific programming and education for emergency preparedness, including “drills,” a community “health fair,” and a “sharps” disposal program. The Board also works with the boards of surrounding towns, when needed, to promote public health safety and wellness.

## GOALS

Goals for the Board of Health include an emphasis in public health-focused training, exercises and drills, and programming for both Board staff and the Burlington Volunteer Reserve Corps (BVRC), a unique, independent volunteer group that is sponsored by the Board itself. The Board of Health will strive to improve the town’s capabilities in emergency preparedness, provide health-related information and services to residents, and maintain the current level of regulatory oversight required to protect the Burlington community.



*In Memory of Eugene “Terry” McSweeney (1935-2021): Terry McSweeney was first elected to the Board of Health in 1968 and served on the Board for 37 years. Terry will be remembered for his unwavering support of Board of Health staff and his passion for public health. Shown above: Terry McSweeney (right) with Dr. Ed Weiner at a 2011 Board of Health household hazardous waste collection event. (Photo by Susan Lumenello)*

## CHANGES

The Board of Health has continued the work of responding to the Covid-19 pandemic to reduce disease transmission. The MA State of Emergency declared by Governor Baker on March 10, 2020 was terminated on June 15, 2021. Through the first half of 2021, the Board of Health continued to respond to Covid-19 related complaints and enforce mandatory workplace safety standards and sector specific protocols covering numerous sectors such as child care, recreation, restaurants, office spaces, indoor and outdoor events, fitness centers, movie theaters, lodging, and retail. Assistance was provided to businesses and industries on moving through the Massachusetts Phased Reopening Plan. Covid-19 disease investigation continued throughout the year using isolation and quarantine requirements set forth by the MA Department of Public Health (DPH). During surges in Covid-19 cases, the public health nurse was assisted by other Board of Health staff, Burlington Volunteer Reserve Corps (MRC) volunteers, and, the MA Contact Tracing Team with conducting case investigations (on November 20, 2021, assistance from the Contact Tracing Team was terminated). Board of Health staff continued to participate in many hours of conference calls and webinars to stay informed about the most up to date MA DPH Covid-19 standards and directives and protocols on disease investigation.

Upon the availability of Covid-19 vaccinations, the Board of Health immediately began the process of becoming an approved vaccination site for the receipt and administration of vaccine. Vaccines were administered in a phased approach, with health care workers and emergency responders receiving vaccinations first followed by those over a certain age. The Board of Health held 18 vaccination clinics, sixteen of which were for first responders and those aged 65 and over and two booster clinics. The Board of Health would like to thank those who partnered with us to make these clinics possible, specifically the Burlington Fire Department, the Burlington Council on Aging, the Burlington Housing Authority, the Burlington Volunteer Reserve Corps, and Convenient MD.

The Board of Health also saw staffing changes in 2021. Michele Nichol joined the administrative staff, replacing Cathy Piccolo who retired in 2020. In January, 2021, Town Meeting voted to add the position of Associate Director of Public Health to the Board of Health and later in the year Michael Greene became the Board of Health's first Associate Director of Public Health.



*Members of the Burlington Fire Department and the Burlington Council on Aging assist in the waiting area of a Board of Health Covid-19 clinic for those over age 65 (photo by Susan Lumenello)*



## HIGHLIGHTS

***Introduction of Vaccine Management Software:*** During the early phases of covid-19 vaccine administration, vaccine availability was limited. There was a need for a vaccine management tool that would provide a real time account of vaccine doses from the time they arrived at a clinic site to when they were administered, tie into the state's existing vaccination software, the MA Immunization Information System or MIIS, and allow for the timely collection of vaccination data. Local Boards of Health were provided with two software platforms by MA Department of Public Health, first PrepMod and later Color.

In order to administer covid-19 vaccinations, Board of Health staff needed to quickly learn to how to utilize the software platforms to set up electronic clinics and train clinic staff. Also, in order to run a clinic, electronic devices such as ipads were needed for clinic staff. Many thanks go out to the Burlington Public Schools and Burlington's IT Department for their assistance in procuring and setting up ipads for use at the clinics.

The availability of vaccination software has significantly streamlined the process of vaccine administration. Since everything is done electronically and in real time, there is no longer any need for paper copies or lengthy data entry. Residents are able to book a vaccination appointment electronically, eliminating clinic overcrowding and proof of vaccination is easily provided.

***Flu Vaccination Clinic:*** In October, 2021, the Board of Health held a flu vaccination clinic using vaccine management software. Burlington Volunteer Reserve Corps (BVRC) volunteers who served as dispensers, medical scribes, and check in personnel were trained in the use of the software on ipads. Residents were able to book appointments ahead of time and, if necessary, were assisted with setting up an appointment upon their arrival at the clinic. 540 vaccinations were administered with 141 of those being senior high dose vaccine.



*Members of the Burlington Volunteer Reserve Corps administer vaccine by appointment at the 2021 vaccination clinic. (Photo by Susan Lumenello)*

***Virtual Swimming Pool Seminar:*** Despite the demands of the pandemic, the Board of Health has continued to meet its enforcement obligations under local and state regulations. In addition, education to the public and local businesses in areas other than covid-19 has continued. In April, 2021, the Board of Health held its annual Swimming Pool Operator Seminar virtually. Marlene Johnson, Health Agent and Certified Pool Operator discussed the covid-19 sector specific standards for swimming pools as well as what to expect during the Board of Health's yearly pre-operation inspection. Thirty-six pool operators attended representing nineteen Burlington properties.

***Burlington Volunteer Reserve Corps (BVRC) Events & Trainings:*** Due to the Burlington Community's eagerness to assist in pandemic response, in the last two years the membership of the Burlington Volunteer Reserve Corps more than doubled, going from 123 members to 323. Throughout 2021, BVRC volunteers have been assisting with covid-19 response such as vaccination clinics and contact tracing, however, they have also been assisting with other public health initiatives and training. Volunteers have assisted at cooling centers, provided training to the public in bleeding control techniques, run first aid stations at Celebrate Burlington and the Turkey Trot, conducted blood pressure screenings at the library and Council on Aging, assisted at hazardous waste collections and flu clinics, and went to food service establishments during a boil water order to provide them with information. Volunteers were trained in CPR/AED, pet sheltering, administering pediatric vaccinations, the basics of the Medical Reserve Corps program, and how to operate and communicate on hand held radios.



*BVRC Volunteers (from left to right) Mugdha Kulkarni, Debra Frost and Bill Hitchcock practice CPR in a BVRC sponsored training course (photo by K. Capobianco)*



*BVRC Volunteer nurses and Board of Health trained "Stop the Bleed" Trainers Heidi Mover, RN and Fran Medaglia, RN (from left to right) demonstrate bleeding control techniques to members of the public. Every person trained received a bleeding control kit (photo by C. Paulik, RN)*

	FY2021	FY2020
<b>Complaint Investigations</b>		
Food	22	37
Suspect Foodborne Illness	8	11
Housing	18	18
Nuisance	11	4
Environmental	5	16
Drainage	15	10
Smoking in the Workplace	0	0
Beaver	1	1
Tobacco	0	0
Trash	21	14
Pool	2	2
Animal	2	2
Emergency Response	6	11
Covid-19 Related	237	106
<b>Routine Inspections</b>		
Food Service Establishments	329	503
Mobile Food Trucks	9	7
Swimming Pool	42	62
Tanning Establishments	2	4
Tobacco & Electronic Nicotine Devices	24	32
Tobacco Compliance	0	24
Recreational Camps	2	2
Hazardous Material Inspections	2	66
Septic Tank Removals	3	5
Occupancy	39	33
Test Pits	8	6
Keeping of Animals	18	13
Kennel	12	13
Pre-Demolition	35	30
Pre-Renovation	103	66
<b>Permits</b>		
Food Service Establishments	234	238
Temporary Food Events	1	24
Mobile Trucks	9	7
Swimming Pools	36	37
Tanning Establishments	2	2
10-Day Emergency Beaver	2	0
Tobacco & Electronic Nicotine Devices	24	22



**TOWN OF BURLINGTON, MASSACHUSETTS**

Septic Hauler Permits	15	16
Funeral Homes	1	1
Recreational Camps	2	2
Keeping of Animals	21	19
Private Wells (Monitoring & Irrigation)	5	6
Biological Safety Permits	9	3
<b>Communicable Disease Surveillance*</b>		
Babesiosis	0	1
Campylobacter	6	6
Giardiasis	0	0
Group B Streptococcus	0	1
Hepatitis B (confirmed)	1	1
Hepatitis B (probable)	4	0
Hepatitis C (confirmed)	4	3
Hepatitis C (probable)	4	0
Human Granulocytic Anaplasmosis	1	1
Influenza	21	146
Legionellosis	2	1
Lyme Disease (suspect)	21	0
Novel Coronavirus - Confirmed	2382	1110
Novel Coronavirus - Probable	371	76
Petussis	0	2
Salmonellosis	1	5
Shiga Toxin Producing Organism	1	1
Shigellosis	3	0
Streptococcus pneumoniae	1	0
Tuberculosis (latent)	50	41
Tuberculosis (active)	4	3
Vibrio sp.	1	0
Yersiniosis	1	0

\*Reported by Calendar Year

## **BURLINGTON HOUSING AUTHORITY**

### ***BOARD OF COMMISSIONERS***

*Albert Fay, Chairman*

*Richard Howard*

*Brian Curtin*

*Christopher Hartling*

*Maryann Bieren*

### ***DEPARTMENT STAFF***

*Samantha Heggarty, Executive Director*

*Colleen Lacey, Administrative Assistant*

*Joanne Fitzpatrick, Clerical*

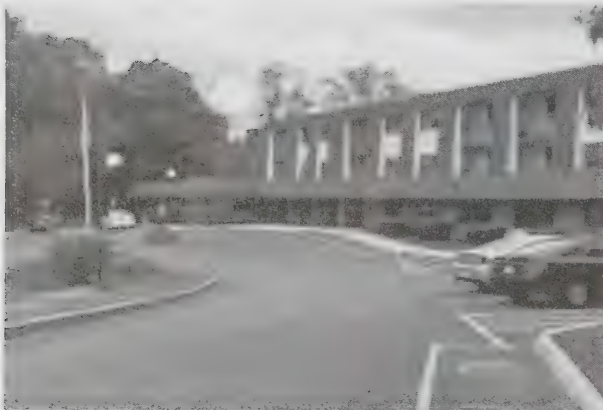
*Michael Burke, Maintenance*

*Al Savoie, Maintenance*

### **MISSION**

The mission of the Burlington Housing Authority is to empower people of low and moderate income, especially the elderly and the non-elderly disabled, to have access to safe, decent, and affordable housing. The Housing Authority is committed to operating in an efficient, ethical and professional manner. The Housing Authority will create and maintain partnerships with its clients and with appropriate community agencies in order to accomplish this mission.

### ***Tower Hill Apartments and Administrative Offices***



*Front of Tower Hill*



*TH Planter – cared for by residents*



*Tower Hill Lobby*

The Burlington Housing Authority manages 105 affordable apartments for seniors and young disabled: Tower Hill and Bircherest Arms. In addition to these 105 state public housing units; two local initiative properties, two state 705 family homes and 93 Federal section eight mobile vouchers. The Board of Commissioners continues to give preference to Veterans and Burlington Residents.

Applicants may apply for Elderly, Family, and Young Disabled public housing online via the CHAMP System at <https://publichousingapplication.ocd.state.ma.us/>.

The BHA is amongst the one hundred and two (102) housing authorities in the Commonwealth participating in the Massachusetts Section 8 Centralized Waiting List. Applicants may apply online at [www.GoSection8.com/MassCWL](http://www.GoSection8.com/MassCWL).

Applications may also be obtained at the BHA office, on our website at [BHA@burlingtonhama.org](mailto:BHA@burlingtonhama.org) or at [www.massnahro.org](http://www.massnahro.org).

The BHA is currently working with the affordable housing component within the Town of Burlington and looks to continue to strengthen our community relationships.

## **2021 HIGHLIGHTS**

Although COVID-19 continued to cause the cancellation of most group activities, a few smaller functions were held and enjoyed by residents throughout the year. Our monthly in person board meetings have resumed and some residents are enjoying bingo in the community room again. Residents continue to show their strength by helping each other on a regular basis.

As planned, our new lobby and community room furniture was delivered and put in place at both Tower Hill and Bircherest Arms. The residents and staff are very pleased with both the comfort and the 'new look'! The computer station was installed in TH lobby and has been used regularly by residents. Basic



computer lessons will be planned for residents who would like them in the near future. Our Birchcrest Arms development had a heat-pump heating system installed in every apartment. This was through an energy efficiency program through Boston/ABCD and LEAN and was free to the BHA. Our residents have all been thrilled with the new system which gives them both A/C and heat from the same unit.

The BHA had new windows installed in one of our 705 family homes which will help to insulate the home. Through the program with Boston/ABCD, we were able to have one of our 705 family homes have a heat pump system installed changing over from an oil system. This was also free to the BHA. The family will now have both heat and A/C through this system.

### **BHA BOARD**

The BHA said good-bye and many thanks to long-time board member Bernice Ferguson. Both staff and residents alike appreciated Bunny's contributions over the close to 20 years she served on our Board. Another goodbye was to Angela Wells-Bean who was with the board for the past 3 years. We welcomed new board members Christopher Hartling and our first tenant board member Maryann Bieren during this year.

### **LOOKING AHEAD**

As we move into 2022, we will be working on a few projects. We are planning an office expansion at the front entry. This is mainly via COVID funds and will enlarge the area for applicants and visitors as they conduct business with the office. We will also be installing H/A showers in three (3) H/A apartments via our capital improve plan.

The Staff at the Burlington Housing Authority strives to go above and beyond to serve our seniors, veterans and young disabled by providing quality living accommodations and will continue to affect positive changes in our community.

### ***Birchcrest Arms Apartments***



## COUNCIL ON AGING

### COA Staff

Margery McDonald, Director  
Debra Giardina, Administrative Assistant  
Brenda Pappas, Outreach Coordinator  
Andrea Cross, Outreach Worker  
Maria Teager, Activities

Michelle Vella, Van Driver  
Nancy Ingram, Clerk  
Joyce LeBlanc, Clerk  
Gail Gervais, Meal Site Manager

### COA Board Members

Joanne Kinchla, Chairperson  
Carol Parker, Vice Chair  
Susan DeRosa, Secretary  
Mark Burke

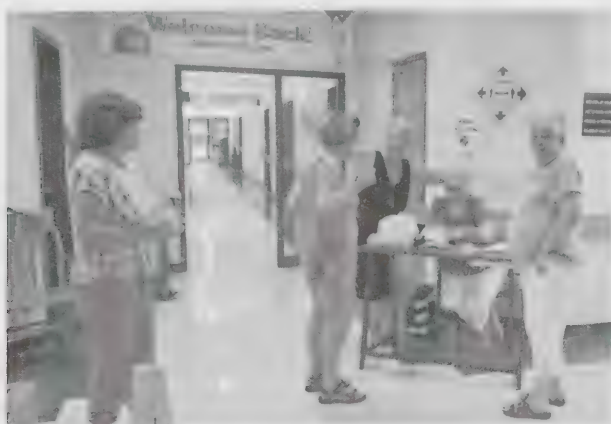
Eleanor Hutchinson  
Rose Magliozi  
Donna Geffen  
Mike Runyan, Selectman Liaison

[www.burlington.org/residents/Council\\_on\\_Aging](http://www.burlington.org/residents/Council_on_Aging)  
<https://www.facebook.com/burlingtoncoa>  
[@BurlingtonCoa](#)

### Purpose

The Council on Aging (COA) is an advisory board that serves Burlington residents age 60 and over and their families. The COA provides information, social services and social, educational and physical activities geared toward keeping our older residents healthy and safe in their own homes for as long as possible. When that is no longer possible the COA assists in the search to find the best solution for them and their families.

The COA forms collaborations and works with other town departments, state agencies, private non-profits and for-profit entities to ensure the safety and welfare of Burlington's older residents.



*Everyone is happy to be back, but none more than the COA staff.*

## Highlights

Many activities at the senior center are now hybrid, which means activities are not only in person, but can also be streamed to watch at home. The Burlington Rotary Technology Assistance Initiative continues to be extremely helpful for our older residents. They organize high school volunteers, we send them people who need help with technology and within a day or two their technology problems are solved! We continued to provide “Grab & Go’s” which were extremely popular and give us a chance to continue to do outreach and make sure people were doing alright. Almost every COA across the commonwealth used Grab & Go’s for outreach. Our Memory Café was also able to get outside during the warm weather which was a lovely outing for people cooped up in the house. We did a soft reopening in May with a couple of low key activities such as painting, we then restarted most activities in July and then brought the rest back on in September. Although our numbers have not come back from pre-pandemic numbers, the center was lively and seemed full of people. Up until December we were at about  $\frac{3}{4}$  of our pre-pandemic numbers.

Because we were closed during fiscal year 2021 we had funds left in our Formula Grant account. We used those funds to hire an activity coordinator to assist the director with planning and execution of activities, looking for a position that can concentrate on finding fresh new ideas as well as setting up for activities and making sure they run successfully.

The COA has 2 full-time outreach workers who provide a multitude of services and supports to those residents 60 or over in need of help and/or guidance. Brenda Pappas and Andrea Cross are our full-time outreach workers; the outreach workers are available by appointment, which may be made by calling the COA office. Home visits are available by request. Time spent with each resident and/or their family can vary from 5 minutes to many hours over a long period of time depending on the severity and number of concerns. The outreach workers are assisted by an intern from Salem State, which has proven to be helpful. Outreach continues to see increases in both the number of clients and the severity of their issues and concerns. Mental Health is a continuing theme, especially for new seniors who haven’t had services during their mid-life adult years. The isolation caused by the pandemic has already caused an increase in the need for mental health services for older adults, the true devastation will not be known until life has returned to “normal”.



*We now have Ray the Therapy Dog coming monthly for hugs and petting. The interaction is proven to help with isolation and loneliness and provides affection, comfort and support to people.*



The Senior Spotlight, is a monthly informational newsletter that serves as a very valuable link between the Council on Aging and the over 60 community. An average of 4,000 newsletters are mailed out each month to households with someone 60 or older residing in them at no charge. An additional 190 are emailed. The printing of the Spotlight is paid for by the advertising and the mailing of the newsletter is paid for by the state allocation known as the "Formula Grant" through the Executive Office of Elder Affairs. The Newsletter remains the primary way to get information out to the over 6,573 seniors who live in Burlington. The COA also has a monthly segment on the BCAT Friday night news, and accounts on Facebook ([www.facebook.com/burlingtoncoa](http://www.facebook.com/burlingtoncoa)) and Twitter (@BurlingtonCOA). We have 286 followers on Twitter and 506 followers on Facebook.

One minibus sponsored by Millipore and one accessible minivan provided to us through a MASSDOT grant provide door-to-door transportation free to our frailest within the boundaries of the town for senior center programs, grocery shopping and to contiguous towns for medical appointments. Our need for rides continues to be slow enough to only utilize one driver. We suspended our weekend service and aren't sure when we'll bring it back.

The Council on Aging oversees the Burlington Community Transportation Program. Using rideshare services (Lyft) and a concierge service (GoGo Grandparents) we are able to provide door to door transportation for seniors, the disabled and those with an income of 300% of the federal poverty level at a cost to the town of \$10 per ride. Riders pay the first \$1 and are asked to cover anything over \$11. It started slowly but has increased quite a bit during the last three months of the year.

Congregate noontime meals were on hold through 2021 but are usually served at the senior center and funded by Minuteman Senior Services and Title 111 (Federal) funds. Lunch at the Senior Center provides a nutritious meal with an opportunity to socialize with old and new friends and is available Monday through Friday for anyone over 60. Operated by Minuteman Senior Services, the Nutrition Program provided Home Delivered Meals to Burlington residents who are homebound and in need or unable to prepare their own meals. An average of 62 meals a day go out to these homebound seniors.

SHINE (Serving the Health Insurance Needs of Everyone) is a program to assist people with their medical insurance questions and choices. The program is run through the state and volunteers for the program are vetted by Minuteman Senior Services. Burlington COA has 3 counselors that usually meet with clients at the senior center. Brenda Pappas, is also a certified SHINE Counselor and also provides assistance. Brenda saw SHINE clients at the senior center, on the phone and in their homes. An average of 40 minutes is spent with each client assisting and informing elders of their rights and availability of health benefits. Meetings have been virtual through 2021, including during open enrollment. Brenda Pappas saw a few clients with more complicated situations.

Help with Fuel Assistance for those 60 and over is available at the Council on Aging Office from October through April in collaboration with the Emergency Fuel and Weatherization Program located in Lowell, Massachusetts. The COA became a SNAP outreach partner during 2020, this will give us some reimbursement for costs for helping fill out applications and allows us to more easily help our clients with questions about their benefits. Depending on the client the outreach workers met with some of them in person.

The Town of Burlington offers seniors 60 and older, the opportunity to apply for the Senior Citizens Property Tax Work-Off Program to receive up to a \$1,500 property tax relief benefit. The earnings are credited to their property tax obligations to the Town of Burlington at the end of the program. Seniors have the opportunity to volunteer up to 150 hours to receive the full benefit. If they cannot reach the 150

hours, they are credited with the number of hours worked. Seniors must live in the home and their name must be on the deed in order to be eligible. The income guidelines are \$45,000 for a one person household and \$55,000 for a two person household. The program runs from January 2<sup>nd</sup> to October 31<sup>st</sup> of each year and seniors must apply each year. Seven residents took part in this program, working up to 150 hours in order to receive up to \$1,500 off their property tax bill as well as providing the town with up to 855 hours of invaluable assistance. Numbers were low last year due to the Pandemic shutdown.

Legal assistance from Attorney Wendy Guthro is offered September through June and Tax Assistance is usually available FREE from February to April 15. Attny Guthro continued to see clients virtually through 2021. There was no AARP tax assistance in 2021. Most clients were able to find other ways to file



*Grab & Go's were the best thing to happen to senior centers and their participants during the Pandemic. Culinary Creations helped us with a summer BBQ.*

The Lahey Farmers Market continued from June through well into the fall. Fifty CSA (Community Supported Agriculture) shares were donated and distributed to seniors during the growing season via a "grab and go" system to help with nutrition and the high cost of groceries. We continued grab and go's for those not taking part in the farmer's market to have an occasion to get out of the house and go somewhere safe. This also gave us a chance to see for ourselves how residents were faring with the isolation. With help from Beth Israel Lahey Hospital and Millipore, we have been providing Grab and Go's twice a month since September. For many who sign up, it is their only outing of the week or even the month and although we have had everything from ice cream sundae cups corned beef sandwiches for St. Patty's to hot chocolate, many tell us, the items and food are nice but seeing us is much nicer.



*In person classes were really missed, the social piece is as important as the exercise itself.*

Exercise Classes are the #1 attraction at the senior center and all of them were virtual through the spring. Lahey Health funds Tai Chi, senior stretch and yoga. Tai Chi, Sophia's Senior Stretch and yoga are all Hybrid.



*A pared down Annual Police Dinner in December*

It is truly the community that enables us to do as much as we do and we would like to take this opportunity to once again thank Lahey Hospital & Medical Center for their funding and support that provides us with parking vouchers, a Tai Chi instructor, senior stretch and yoga teachers, our memory café and our "grab and go's", along with many other requests by us. Thank you to the Burlington Police Department for the annual holiday dinner. Thank you to the Nurses from Lahey Health UBC5W Cardiac for their delivery of our Christmas Outreach gift bags. Thank you to Selectman Mike Runyan and his group, including Donald Price and Ron Kullman keeping Bingo running twice a month. Thank you to Millipore who makes most of our virtual programming happen, Sammy's Deli, Culinary Cuisine, Sullivan Funeral Home and to our anonymous donor of the stunning, both in looks and sound new piano!

Hybrid Programs include exercise classes, Mah Jong, tai chi, yoga, art painting, coffee hour, meditation, music concerts, educational programming and lectures. In person activities include Bingo, Bridge and our memory cafe.





*Volunteer Rose Magliozzi and our new activity coordinator, Maria Teager set up for one of our first in person activities, a social with root beer floats.*

### **Changes**

We hired activity coordinator, Maria Teager in July to help with scheduling, organizing and executing activities.

Carole Castellano and Pat McDermott retired from the Council on Aging board. Thank you for your years of service.

### **Future Goals**

We are beginning to work on a marketing and outreach plan and hope to have working documents by fall.

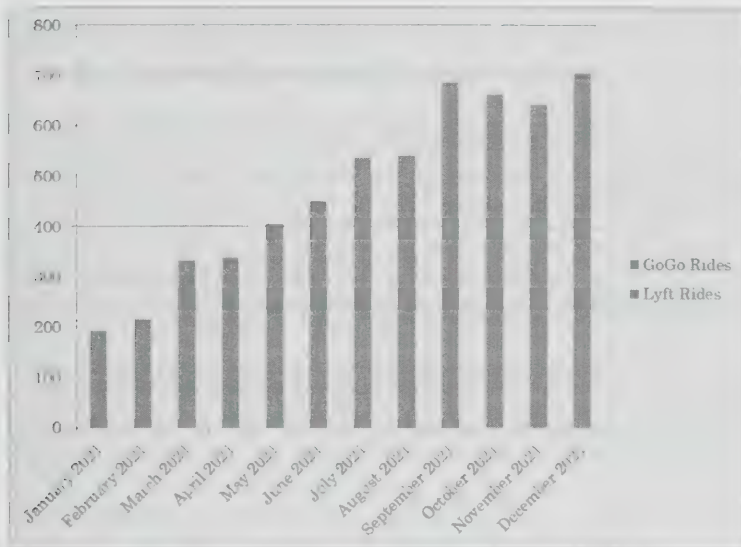
We missed our participants and love having the halls once again filled with laughing and chatter. We expect that recovery at the Council on Aging/senior center will take longer than other departments, but we hope to draw people back with new and exciting activities and get them back to engaging with their community.

We have lost many of our participants and clients since the beginning of pandemic and with the isolation and stay at home order many have lost strength and health. For many there is no recovery, but our hope is to help those who can, go on and live their best lives.

Respectfully submitted,

Margery R. McDonald, Director

Burlington Community Transportation Program  
Statistics for 2021



#### Services provided between 01/01/2021 and 12/31/2021

##### Filters:

Interaction	Duplicated	Unduplicated
Case Management	1146	371
Community Consultation	22	17
Email	45	37
Home Consultation	57	43
Office Consultation	29	25
Phone Consultation	817	288
Senior Center Consultation	14	14
Service Provided	370	370
<b>Totals</b>	<b>2500</b>	<b>938</b>

**All Events - Statistics from 01/01/2021 to 12/31/2021****Filters:**

<b>Category</b>	<b>Duplicated</b>	<b>Unduplicated</b>
Community Education	57	52
Congregate Meal	471	52
Cultural Event	79	65
Fitness/Exercise	8465	259
General Health	972	160
Health Screening	78	70
Information Sharing	546	110
One on One Meetings	79	75
Recreation	1556	236
Social Event	2118	313
Support Group	137	32
<b>Total Event Signins</b>	<b>14558</b>	<b>794</b>

**Event Statistics from 01/01/2021 to 12/31/2021****Fitness/Exercise**

<b>Event Name</b>	<b>Duplicated</b>	<b>Unduplicated</b>
Fitness	510	40
Judys Exercise Mon-Gym	346	33
Meditation	390	40
Sophia Senior Stretch	187	38
Sophias Senior Stretch	743	60
Tai Chi	185	25
Virtual Exercise w/Judy	139	20
Virtual Meditation	450	29
Virtual Stretch w/Sophia	4183	71
Virtual Tai Chi	448	29
Virtual Yoga	404	39
Walking	452	37
Yoga	28	14
<b>Total Event Signins</b>	<b>8465</b>	<b>259</b>



## Event Statistics from 01/01/2021 to 12/31/2021

**Social Event**

<b>Event Name</b>	<b>Duplicated</b>	<b>Unduplicated</b>
Bulletin	13	7
Grab and Go	1044	227
Hollywood: Wild West to Movie Mecca	5	5
Ice Cream Social	56	46
Karen Antonowicz-Bewitched Fashion	29	29
Knit Wits	103	14
New New Orleans Jazz Band	56	28
New Years Celebration	29	29
Pizza and a Movie	74	31
Policemans Dinner	72	72
Social Event-Autumn Social	37	37
Social Event-Coffee	15	15
Therapy Dog	4	4
To Life	24	24
Virtual Coffee Hour	156	24
Virtual Coffee Hour with Lyn Reynolds	7	7
Virtual Mah Jong	79	7
Virtual Mah Jong Mionday	6	6
Virtual Mah Jong Monday	171	8
Virtual Mah Jong Thursdays	138	7
<b>Total Event Signins</b>	<b>2118</b>	<b>313</b>

## DISABILITY ACCESS COMMISSION

### **Members:**

*Maura Mazzocca Chairmen*

*Christopher Hanafin, ADA Coordinator*

*Jennifer Goldsmith, Recording Clerk*

*Commission Members: Bob Hogan, Select Board Liaison ;Tom Carlson; Bunny Ferguson; Jack Cunha; Linda Cunha, Kenneth Tigges.*

### **Website:**

***<https://www.burlington.org/410/Disability-Access-Commission>***

### **Facebook:**

***<https://www.facebook.com/BurlingtonDisabilityAccessCommission>***

The Burlington Disability Access Commission (BDAC) was established in 1991 by the Board of Selectmen to advocate for the town to ensure that all town and school public service buildings are in compliance with the ADA. The ADA requires that all local governments provide equal access to all programs and services provided by the town.

BDAC is not an enforcement agency but an advisory group which monitors the town's compliance at schools and recreation owned properties as well as programs. Non-discrimination and equal opportunity are the policies of the Town of Burlington in all aspects of business, programs and activities. The BDAC continues to work with the town and the schools to ensure accessibility and reasonable accommodations in the various town and school buildings. The Veterans' office coordinates schedules and maintains records of all BDAC business.

Throughout 2021, BDAC has used the fines collected from handicap parking violations within the Town of Burlington for projects to help with accessibility. Here are a few of the projects the commission undertook this year:

- Election system updates for the AutoMark Machine for the 2021 elections
- Assisted the Recreation Department in funding handicap accessible port-a-potties for Burlington's Parks over the summer.
- Adopt-a-park 2021 initiative- Handicap accessible upgrades as they relate to the wading pool area at Simonds Park.

Beyond the Commission directly funding projects they continued to focus on reducing accessibility issues around Town. We have diligently worked alongside departments such as DPW, Recreation, Planning, and Building Inspectors & Schools to bring awareness to areas of concern in regards to accessibility. Each department has been instrumental in ensuring that the accessibility needs and or requirements are met.

## THE OFFICE OF VETERANS SERVICES

### DEPARTMENT STAFF

*Christopher J. Hanafin, Director*

*Jennifer R. Goldsmith, Administrative Assistant*

### WEBSITE

<https://www.burlington.org/202/Veteran-Services>

### FACEBOOK

<https://www.facebook.com/BurlingtonVeteranServices>

**Purpose:** Most people in town know this office through the public events such as Memorial Day and Veterans Day, but the focus and primary concerns of the Burlington Office of Veterans Services is working in private with Veterans and their families to ensure they receive the proper counseling and benefits due to them.



### 2021 HIGHLIGHTS AND HISTORY

#### **Memorial Day May 31st, 2021 –**

Memorial Day 2021 was a commemoration of the 20 years that had passed since the 9/11 terrorist attacks, and the 20 year war in Afghanistan that ensued immediately after. We recognize of all the brave men and women that took up the call of their nation and went and fought in Afghanistan. But more importantly, we paid homage to the 2,216 men and women who were killed in Afghanistan. We had a remarkable guest speaker in SMSgt Brooks, who enlisted in the United States Air Force in January of 1998 and had twenty three and a half year career of active duty service. He has served in various operational assignments as a joint Terminal Attack Controller, Operations Superintendent, in Pacific, European, North, and Central Commands. He deployed fourteen times in support of contingency operations; To Kuwait in support of Operation Southern Watch, Afghanistan in support of Operation ENDURING FREEDOM and Iraq in support of Operation Enduring Freedom where he earned his combat parachutist gold star; and Operations INHERENT RESOLVE. SMSgt Brooks is a proven combat leader of Tactical Air Control Party Airmen providing precision fires and denied entry and Infiltration capabilities. Prior to



his current assignment, SMSgt Brooks was Project Manager for rapid test and evaluation, National Assessment Group, Kirtland Air Force Base, New Mexico. SMSgt Brooks spoke about what it was like to be in the military prior to 9/11, and how everything changed after it. He spoke about his deployments to Afghanistan and personal relationships during his outstanding career.

#### **Veterans Day, November 11th, 2021**

It had long been said that the military is a family business. To prove this point, Pentagon data in 2018 showed that 80% of recent troops come from a family where at least one parent, grandparent, aunt or uncle, sibling or cousin has also worn their nation's uniform. More than 25% of our military force has at least one parent who has served. On Veterans Day we celebrated those families and our guest speakers; Greg and Dakota Irvine; father and son who both served, talked about the family tradition of service to their country and community. Greg's father served in WWII and brother served in



Vietnam. Dakota had just returned from Afghanistan. They are both residents of Burlington and continue to be bright lights in our community.

### **SERVICES:**

**Veterans Services:** Massachusetts General Laws Chapter 115 grants eligible Burlington veterans', their families and their surviving dependents, benefits to provide for daily living. These benefits also cover medical insurance and medical care payments for residents who are uninsured or underinsured. These benefits are intended to be temporary in nature and not a full time, permanent support system. The Massachusetts definition of a veteran now coincides with the federal definition to include everyone who served in uniform for at least 180 days. The Commonwealth reimburses the town 75% of the money spent directly on the veteran in the way of veteran's benefits covered under Ch-115 MGL and for the U.S. flags placed on the graves of deceased veterans' buried in our three cemeteries.

**Veterans Affairs:** US Code, Title 38 directs federal benefits to eligible veterans' and their families. These include pensions, disability compensation, final burial expenses, education, hospitalization, mortgage loan guarantee, outpatient care and domiciliary care. Evaluation, assistance and counseling are offered at the local level to facilitate access to these programs. In 2021 we continued to have hundreds of Burlington veterans' and families receiving federal VA Benefits. More veterans' and surviving spouses are also now eligible and applying for additional state veterans' services benefits. Even as the wars in Iraq and Afghanistan have ended, hundreds will continue to seek advice on health care and prescription assistance from the VA as well as education, home loans and a wide range of other benefits from the state and federal governments.

**Deceased Veterans:** Assistance is offered to families of deceased veterans in reviewing available benefits, obtaining burial allowances, markers, and burial lots in our local cemeteries. The Burlington Office of Veterans Services wants to acknowledge the wonderful relationship and all the continued support of the Sullivan Family. Along with providing families with information and assistance with burial expenses and markers, our office now offers a Presidential Certificate, recognizing the deceased Veteran of their service. We mail the Certificate to the next of kin as token of gratitude from our Country and community.

**Goals:** As State or Federal Veteran's benefits are not automatic, this office will strive to continue to assist with applying for all benefits to which a client is entitled in accordance with strict state and federal laws, rules and regulations. Outreach will continue and this office will be committed to spending many hours counseling each veteran, their families, and surviving dependents; Helping them file claims to the Department of Veterans Services in Boston for the State, and the Department of Veterans Affairs in Washington for federal benefits.

Hopefully, we will be offering more social events in 2022; to make up for lost in person connections in 2021; to bring Veterans of many generations together to form common bond. Due to COVID 19, we had to cancel our Welcome Home Reception for Veterans of the Global War on Terrorism conflict and era. We are hoping to reschedule that in 2022. We are grateful to have companies in the community to provide resources and monetary donations to allow us to do these types of events. Because of the gracious donors and supporters of this community, we hope to have many more of these in the future.

Outreach opportunities will hopefully happen in 2022. In the past, we mentored young students at Burlington High School thinking about entering the military after graduation. This program led to internships for graduating seniors that have already committed to joining the military. This past year we had to cancel our sixth annual internship program. We intend on continuing our internship program for seniors as long as the school and public offices allow it, offering more opportunities to those individuals who will be a part of our Veterans Community after graduation.

## YOUTH AND FAMILY SERVICES

### **ADMINISTRATION & DEPARTMENT STAFF**

*Christine Shruhan, LMHC Executive Director; Jess Reedy, LMHC Clinical Supervisor; Daphne Davidson, LICSW Individual & Family Therapist; Emily Hall-Hampton, LICSW Individual & Family Therapist; Danielle Meyers, LMHC Individual & Family Therapist; David Lankford, LMHC Individual & Family Therapist; Jennifer Priest, Administrative Secretary*

### **WEBSITE**

<http://www.burlington.org/byfs>

### **PURPOSE**

The Burlington Youth and Family Services is a department for the Town with the responsibility of providing mental health care to families with children, adolescents and young adults (specifically ages 9-25). BYFS also provides social services for ALL Burlington residents of any age. The social services provided include assisting residents in applying for food stamps, MassHealth and any other state and federal assistance programs; housing advocacy, including eviction and foreclosure prevention; referral for mental health services; and screening and referring residents seeking help from Salvation Army, the People Helping People Covenant for Basic Needs Fund and the Food Pantry.

BYFS has been a Town department since 1974 with a mandate to provide community mental health services to youth and their families.

BYFS staff continues to work with adults and young people on such diverse problems as family conflict, adolescent issues, parenting skills, marriage and relationship problems, drug and alcohol abuse, depression and suicide, neglect, domestic violence and the like. The BYFS offers individual, family, and group therapy services, and our philosophy is oriented toward involving entire families in treatment whenever possible. Since it is within the family that these problems are most acutely felt, and these same families often possess the best and most available resources to resolve problems, we believe that family therapy is often the most useful and effective means of treatment.

### **2021 HIGHLIGHTS**

BYFS continues to offer the FitGirls Group for 4<sup>th</sup> and 5<sup>th</sup> grade girls in each of the elementary schools. This group looks to reach girls in three different ways: body, mind and heart. It is committed to helping girls live healthy, happy and responsible lives. BYFS launched its pilot program in the fall of 2014 and has expanded it to three of the four elementary schools. As of March 2016, the program is running at each of the elementary schools in Burlington.

In 2021, the BYFS group program ran 12 groups serving 128 Burlington youths. The groups offered were a hiking group, rock climbing, FitGirls (fall and spring), Cinemates, Yoga (spring and summer) and Creative Self. All groups were well attended. The Yoga group was a positive addition given the current situation with COVID. One of the BYFS staff is currently participating in a Yoga certification training and plans to offer Yoga groups for youth and adults. In addition, she plans to offer groups specifically for youth and adults struggling with depression, anxiety and Post Traumatic Stress Disorder.

### **INTERDEPARTMENTAL/AGENCY COLLABORATION**

BYFS staff work collaboratively with town departments and other mental health and social service agencies. In 2019, BYFS organized a new initiative – The Community Response Team. Participating in this initiative are Police, Fire, Council on Aging, Board of Health, Building Department and Youth &



Family Services. The group has worked together to address some of the more complex issues and needs in the community. Monthly meetings also provide an opportunity to learn more about resources available in each department.

BYFS staff also meet periodically with members of the Burlington Interfaith Clergy Association and are involved in local and regional meetings of agencies and programs concerned with mental health or social services (Lahey Initiative Committee on Domestic Violence, Local Officials of Human Services Council, Youth Commission Coordinators, Burlington School Department Wellness Committee, the YRBS subcommittee and other adolescent service organizations).

BYFS along with the Board of Health, Council on Aging, Fire Department and Building Department continued to be part of the Burlington Hoarding Task Force. In 2021, BYFS was actively involved in two hoarding cases.

### **SOCIAL SERVICES**

BYFS also maintains an information and referral service to assist ANY resident in locating the particular social service that a resident may require. Clinicians have assisted young people and their parents in situations requiring hospitalizations, finding appropriate emergency or residential care, and the like.

The BYFS staff provides screening for those seeking assistance from the Burlington organization People Helping People, Inc., and helps residents access these services. PHP is a non-profit, umbrella organization made up of community volunteers who help oversee and coordinate the efforts of three established groups: Food Pantry, Covenant for Basic Needs Fund and the Holiday Program. Because of our role in human services in town, the director of BYFS has served on the Board of Directors of PHP since its inception in 1988.

The PHP Board also manages the Covenant for Basic Needs. Begun by the Burlington Clergy Association in 1982, it provides limited help for those residents experiencing financial emergencies. In 2021, BYFS staff provided assistance to 411 residents. This number does not include the many requests we receive from residents applying for the Holiday Program and the scores of residents already served by the Food Pantry.

In addition to the Covenant for Basic Needs, BYFS staff provides screening for those seeking assistance from the Salvation Army fund. Eight vouchers were given to residents for items ranging from prescriptions to utilities and clothing.

In 2013, BYFS established a new partnership with HELPIS an organization dedicated to helping those in need. This year, HELPIS has provided assistance to more than 50 Burlington residents with items ranging from clothing to camperships.

### **STATISTICAL NOTES**

An average of 200 residents each month received counseling services, and counseling services were provided to 356 Burlington residents in 2021.

### **OTHER COMMUNITY SERVICES**

As in previous years, the BYFS provided administrative and other support to a number of programs in the community of benefit to Burlington residents. BYFS staff members continue to do an excellent job coordinating the FISH program. FISH (Friends in Service to Humanity) volunteers provided 51 rides to

local medical and social service appointments for residents in need of transportation. These figures do not accurately reflect the need in the community. The program was put on hold for several months because of the increase in COVID-19 cases.

There were 5 requests for services through the Rent-A-Kid program.

### **TRAINING**

BYFS provides training to graduate student interns as part of their professional education. BYFS has provided field placement training since the late seventies to graduate students from Boston University, Simmons School of Social Work, Lesley University, Tufts University, Antioch University, Northeastern University, Salem State, and University of Massachusetts, Boston. We thank the students for their long hours of service and dedication. BYFS has consistently received high marks from field education offices for the training and supervision received by students at the agency.

### **BOARD OF DIRECTORS**

The Board of Directors at BYFS continued their involvement, and I deeply appreciate their help and support. Marilyn Langley, Chair; Roberta Mills, Vice Chair; Martha Simon, BPS Liaison; Linda Collins, Anne Marie Browne, BPD liaison, (until her retirement in May 2021), Becky Norum, Melissa Interest, Chais DiMaggio, Clergy Representative and Karen DiRienzo, BPD liaison. .

The strong demand for our services continues while other resources in the area continue to diminish. We extend our thanks to the many in the town that have supported our efforts to assist residents when they may be experiencing times of deep distress and vulnerability in their lives and their families.

Respectfully submitted,

Christine Shruhan, LMHC Executive Director

## BEAUTIFICATION COMMITTEE

### **BEAUTIFICATION COMMITTEE MEMBERS**

*Elaine Zuccaro, Chairman; Robert Zuccaro; Amy Warfield; Mike Runyan-Select Board*

### **MISSION STATEMENT**

The Burlington Beautification Committee was founded in 1990 under the auspices of the Board of Selectmen. The five member volunteer committee is appointed annually by the Selectmen. The Committee was created with the intent of instilling civic pride in the community by enhancing the appearance of in-town public areas. It is the goal of the Committee to continue to work closely with the various town departments including Recreation Maintenance and Public Works and also numerous local businesses who donate their time to maintain a public area.

The committee with the help of our partners we have continued to work to make Burlington a beautiful place to live and work. One thing we do need to do is say Thank You to the employees of the Recreation and DPW Departments for their continued support to the Committee. They provide so much time and energy in helping keep Burlington's green areas beautiful.

### **ONGOING PROJECTS**

During the year the committee continued to oversee its ongoing list of projects:

The Recreation Maintenance Department continued to maintain the general appearance of the Town Common and provided significant help to the Beautification Committee.

We work with the Burlington Garden Club who continues to maintain the planters around the common with seasonal displays.

We are also pleased to report that a number of local landscapers and businesses of Burlington continue to maintain their assigned areas, especially our gateway intersection at the Burlington Mall Rd and Cambridge St. As well as the many of the businesses along Cambridge Street, Bedford Street, Mall Road and Winn Street who continue to maintain attractive landscaped properties. We hope that if you enjoy these areas you will mention it to the local businesses that donate their time and money.

The new projects for next year will include creating a new plan and redesign of the Olympia Way triangle.

A special Thank you to Robert and Elaine Zuccaro for all their efforts in making Burlington Beautiful!



## **Around Burlington**

- ***Diorio Green at the Intersection of Cambridge Street and Burlington Mall Road***

Jim Martin - James A. Martin Company, Inc

Steve Marchese - Marchese Sprinkler Repair Service

Dan Dellanno – Lawn Master

- ***Historic Museum at Cambridge and Bedford Streets***

Jerry McCarthy - Mac's Landscaping

## **Town Common**

- ***The 911 Flagpole Memorial and the Containers at the Library - Maintaining and changing the plantings seasonally***

Beautification Committee by Elaine Zuccaro

- ***Garden at Corner of Bedford and Center Streets***

Kevin Sullivan - Edward V. Sullivan Funeral Home

- ***Maintaining and changing the plantings seasonally in the eight large flower containers***

Burlington Garden Club

- ***Bicentennial Memorial flower bed on the corner of Cambridge and Bedford Streets***

Jerry McCarthy - Mac's Landscaping

- ***Five Service Flag Veterans Memorial Park section of Town Common***

Beautification Committee by Elaine Zuccaro



## BURLINGTON HISTORICAL COMMISSION

### *Historical Commission Members*



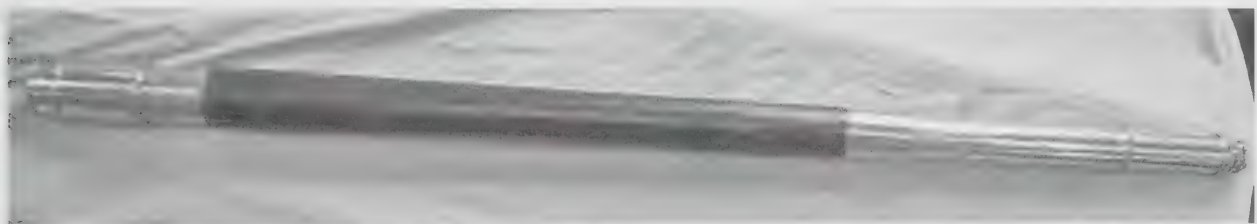
*Joyce Fay (Chair/Treasurer), Sandra Coven, Kathi Horton, Mary Nohelty (Recording Secretary), Peter Coppola, Andria Nemoda, and Robert Fahey*

The Historical Commission was established by Town Meeting under Massachusetts General Laws Chapter 40 Section 8D. It is tasked with the acquisition, preservation, promotion and development of our historical assets. Properties currently under our oversight are; the historical museum, West School and the Olde Second Parish Burial Ground.

The Commission consists of seven full and at least two alternate members appointed by the Town Administrator as approved by Select Board; it fulfills the powers and duties contained in the General Laws. Our membership is comprised of civic minded residents committed to acquiring, restoring, and preserving historical assets; and making them available for display to residents.

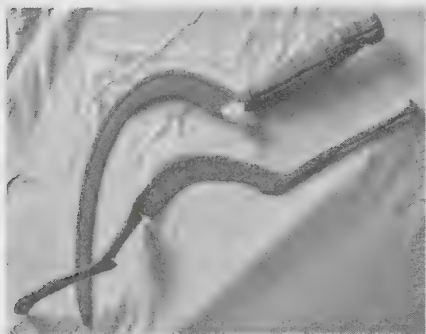
Members this year were; Joyce Fay Chairman, Peter Coppola, Sandra Coven, Robert Fahey, Kathi Horton, Andria Nemoda, Mary Nohelty; and alternate, Hope Paulsen.

"Your estate sale is our history," has taken hold and residents are contacting us offering their family heirlooms. One, a harbor master's telescope was displayed on the wall of a nautically themed den. It was manufactured in Glasgow Scotland in the early 1800's, and at almost 6-feet long when fully extended, would have been mounted on a tripod.



*Brass Harbor Master's telescope with original leather*

We continue to add more artifacts to our collections and place new items throughout the museum floor. A curio cabinet, repaired this year, allowed us to consolidate display items and free more floor space. An oak book card file cabinet from the Town library will be co-located with a drawing file cabinet from the Town engineering office; both of similar vintage and design. As artifacts are acquired they are evaluated for visitor interest, display condition and or historical value. As they are cleaned and repaired/restored, and where appropriate, we place them on display or add them to our collection of similar items. Items already in our collection; all of them are links to our history.



*19<sup>th</sup> Century sickle found on site of Nathan Simon farm*

Some of our artifacts are one of a kind, others are in addition to items already in our collection; all of them are links to our history. Among the more interesting items donated this year was; a rusted sickle that we can date to the 1830's, found by the Burlington Garden Club at the Francis Wyman School, former site of Burlington Sand and Gravel and the Nathan Simon's farm in the early 1800's. We were able to date through comparisons with other sickles in our collection. Shown with the field find is the sickle found in the Grandview Farm barn.

A large wicker picnic basket with original plates and utensils was donated by a family cleaning out their parents' home. We have collections of mid- 20 century wicker and picnic items, the basket is a great addition to both collections.

Other notable items added this year include a reproduction Revolutionary War Brown Bess flint lock musket for our military display, an early twentieth-century vanity, coal dust bucket, and kerosene stove filler can,

The Commission usually provides several displays hosted at the Town library throughout the calendar year. The displays vary as new items enter our collections and are always well received. We were only able to provide Mother's Day and Father's Day displays this year due to the prolonged pandemic shutdown, and hope to bring them back in 2022 with more new items.

Permanent displays at the Grandview Farm and Town Hall Annex locations continue to receive favorable comments. We encourage residents to continue donating items by contacting any of the commissioners.



*Picnic basket added to our collections*



We completed the second year of a five year project to clean, repair and stabilize gravestones at the Olde Second Parish Burial Ground. In addition to restoring a hallowed landmark that was established in 1730, the cleaned headstones will now allow visitors to more easily locate our ancestor's burial sites. The stone in the image is of Abigail Jones who died on May 22, 1814; she was the widow of the Reverend Thomas Jones, pastor of the Second Church of Woburn.

*Olde Second Parish Burial Ground undergoing restoration*

The museum is typically open the first Saturday of the month from April through September, and the Saturday of Memorial Day weekend and Veterans Day. The pandemic shutdown restricted the



number of Saturdays that we were opened this year. As a paradox, those days that we were open we recorded higher visitor counts.

Town history did not come alive again for our third graders this year, as their field trips to our sites were cancelled due to the pandemic and indoor group capacity restrictions. Students usually tour the Old West School, Town Common, Museum, and the Olde Burial Grounds. The Grand View Farm, the town archivist and the Francis Wyman House, are sometimes requested or substituted for other historic locales. The children express interest and delight in seeing and learning something new about our historic sites, from the ink wells at the Old West School, to the variety of tools at the Museum, to the scavenger hunt at the Burial Grounds.

Residents' voice appreciation to us for dedicating our time and knowledge to preserving town history, and we actively recruit them to participate in acquiring and display items. An example of that is a replica Brown Bess flintlock musket that was donated this year. It is always disappointing to lose historical assets and we are grateful to our residents who support the Commissions efforts by donating items.

Our goal is to place more artifacts on permanent display and make our facilities accessible to people with disabilities, beginning with the installation of the museum elevator providing access to the museum floor. Three years ago we adopted the theme "Your estate sale is our history", and encourage residents to document their family history and donate their photographs and artifacts.



*Reproduction Revolutionary War era Brown Bess Flintlock Musket*

The year 2026 is the Semiquincentennial, the 250<sup>th</sup> anniversary of the signing of the Declaration of Independence. Though it is four years into the future it requires a significant amount of volunteer time and effort to plan activities and complete projects. The commission has already begun planning and prepared a comprehensive list of those projects. This national celebration will require a large number of volunteers to assist us in the completion of our projects and we encourage residents who are interested in history to contact us.

We look forward to sharing our history with visitors who often ask us to try to open the museum more often; and we consistently respond; "Volunteers are always welcome."

**Burlington 2026 - Your estate sale is our history**

## **Parks and Recreation Department**

### **2021 Annual Report**

#### ***Recreation Commissioners***

*Kevin Sullivan*

*David Norden*

*Stephen Nelson*

*William Gaffney (July)*

*Paul Raymond*

*Tom Murphy*

*Terese Castellano, Recording Clerk*

*Emily O'Donoghue, Recording Clerk (Nov)*

#### ***Parks and Recreation Office Staff***

*Brendan Egan, Director of Parks and Recreation*

*Melinda Sullivan, Principal Clerk*

*Beth Garvey, Principal Clerk*

*Nancy Santilli, Permanent Part-Time Clerk*

*Patricia LaFauci, Permanent Part-Time Clerk (Sept.)*

#### ***Recreation Maintenance Staff***

*Bill Baker, Superintendent of Parks*

*Mark Gerbrands, Lead Working Foreman*

*Brian Cullinan, Working Foreman*

*Robert Lee, Maintenance Craftsman*

*Matt Ganley, Maintenance Craftsman*

*Lewis McMahon, Maintenance Craftsman*

*Kenneth Saidah, Maintenance Craftsman*

*Anthony Forte, Maintenance Craftsman*

*Mark Woods, Maintenance Craftsman*

#### ***Recreation Program Staff***

*Kelly Lehman, Program Coordinator*

*Jessie Hampson, Assistant Program Coordinator*

*Emma Jones, CTRS, Therapeutic Rec. Specialist*

**Website:** [BurlingtonRecreation.org](http://BurlingtonRecreation.org)

As 2021 began we had high hopes that it would be better than 2020 and that we would see an end to the pandemic we had been working through. In some respects it was but there were a lot of similarities to 2020. Our program division continued to provide in-person, virtual and hybrid programs for our residents and reimagined our special events. Our maintenance division continued their routine of maintaining COVID signage in our parks, disinfecting playground equipment and bathrooms weekly and preparing for the return of youth and adult sports.

We continued to have the top Parks & Recreation Department in the state and quite possibly New England. Our program division was recognized by the Massachusetts Recreation and Park Association (MRPA) for outstanding program work during the pandemic. The quick response by our staff to transform as many of our programs as possible to a virtual platform, develop creative and appropriate content for social media, reimagine special events and the eventual return to in-person and hybrid programs was recognized by their peers across the state.



The focus of our program division was to continue to follow all guidance from the State as well as the local Board of Health and to return to in-person programming as soon as possible. As we headed into summer and the restrictions began to ease we were able to return to gathering in larger numbers. Summer concerts on the common returned, without limited attendance and assigned spots, and in August we saw a return of Celebrate Burlington. The event was smaller than past years but those who attended enjoyed a day of activities on the common, a car show at Simonds Park, a concert on the common and a spectacular fireworks display. In the fall we saw the return of Truck Day, a revamped Halloween Spooktacular that drew approximately 4,000 people, the 5K Turkey Trot and Turkey Hunt in November and an in-person Tree Lighting in December.





Our maintenance division prepared for the eventual move into their new facility at 10 Great Meadow Road. Throughout the winter they organized and cleaned out the spaces they would be leaving and repaired and maintained the equipment for the upcoming spring season. With the anticipated return of youth and adult sports in the spring our staff prepared the fields for youth, high school and adult sports. New clay was added to the infields, soccer and lacrosse fields were laid out and lined and the irrigation systems were energized for the season. The result of our effort to improve the maintenance of our athletic fields was evident as the fields broke dormancy in April. Through consistent and timely applications of fertilizer and seed and the management of our irrigation systems the playing surfaces were healthy and consistent. With new equipment at their disposal our staff was able to effectively aerate the fields more efficiently and in less time.



In July our staff moved into their new, state of the art home at 10 Great Meadow Road. The 28,000 square foot facility includes a small engine repair shop, carpenters shop, large training / break room, locker rooms, office space and a 10,000 square foot vehicle storage area. The space also includes plenty of storage for seasonal equipment, materials and supplies. We are excited to be in our new home and thankful to Town Meeting for supporting this much needed facility.



During 2021 we experienced a number of personnel changes within the department, both staff and Recreation Commissioners. We had retirements, promotions and new hires throughout the department and are excited for the changes as we move forward.

In January, Nancy Santilli announced that she would be retiring effective July 31, 2021. Nancy began working for the Parks & Recreation Department in 2000 and took on a number of roles within the front office and was always looking to help in any way she could. She was responsible for managing our permit requests for the youth sports leagues, residents and businesses and her friendly, outgoing personality will be greatly missed.

In June we began a search to fill the soon to be vacant Office Assistant position. After a lengthy and thorough search we were very fortunate to hire Patricia (Tricia) LaFauci. Tricia came to us with a lot of customer service experience and has settled into her new position quickly. We are excited to have her as part of our team and look forward to working with her for years to come.

After serving for over 18 years as the Planning Board representative to the Recreation Commission Paul Raymond informed the Commission he was stepping back from his role as the Planning Board appointee. Throughout his time on the Commission, Paul was a fierce and passionate advocate for the Town of Burlington and more specifically, the Parks & Recreation Department. His passion and support for the Parks & Recreation Department programs and events will be missed.

As we said goodbye to Paul we said hello to Bill Gaffney, who was appointed to the Recreation Commission as the Planning Board representative. We are excited to have Bill as a Recreation Commissioner and look forward to working with him going forward.

We also began the process of replacing Superintendent of Recreation Maintenance, Rich Cote who had retired in December of 2020. Bill Baker was selected to be the next Superintendent of Recreation Maintenance. He has worked for the department for approximately 34 years and risen through the ranks of the maintenance division. Mark Gerbrands, who was the acting Lead Working Foreman, was promoted to fill the position permanently. Mark grew up in Burlington and has worked for the Town for over 20 years. He worked his way up from Craftsman, to Mechanic, to Foreman and to acting Lead Working Foreman. Brian Cullinan was selected to become the department's next Working Foreman. Brian has worked for the department for over 10 years and had worked his way up from Craftsman, to Mechanic and to acting Working Foreman. With all of the changes that took place we had one remaining Maintenance Craftsman position to fill. After interviewing a number of candidates Mark Woods was selected for the position. We wish them all the best of luck in their new positions.

In September the Recording Clerk for the Recreation Commission, Terese Castelano resigned from her position. We wish Terese the best in her future endeavors. In November Emily O'Donoghue filled the Recording Clerk's position and we are happy to have her onboard.

Despite all of the changes and the unknown with the pandemic, the continued dedication and commitment of our program and maintenance staffs, volunteers and Recreation Commissioners led to another successful year. We would like to recognize the following for their contributions to the Parks & Recreation Department:

- Mike Woodilla, Eagle Scout Candidate who created a gaga ball pit at Regan Playground and an accessible one at Wildwood Park. He did a great job putting together his crews, communicating his work schedule and completing the work on schedule. The added amenities were popular additions to each facility.
- Student Environmental Action group planted trees outside the pickleball courts at Simonds Park
- Beth Israel Lahey Health for renting UV Indexes for the summer which were located at both Simonds and Wildwood Parks.
- Wegmans for their continued support of our special events.
- East Coast Tree Service, LLC for donating their crane for the Candy Crane Drop at our Halloween Spooktacular.

Our maintenance division continued to maintain and improve the Town's parks, playgrounds and athletic fields. The maintenance division completed the following projects over the past year:

- Installation of COVID-19 signage in all of our parks and schools
- Sanitized playground equipment and portable restrooms weekly per COVID-19 regulations
- Installed Acoustiblok sound panels on the pickleball courts
- Installation of memorial benches in parks and the Town Common
- Decoration of the Town Common and Town buildings for the holidays
- Began the renovation of the planting beds around the gazebo



Thanks to a warrant article at Town Meeting, a shade structure will be installed over the large play structure at Wildwood Park. Town Meeting also supported a warrant article for the purchase of a new overseeder for our field maintenance program and a new accessible van for our program division. With assistance from the Simonds Trust and Disability Access Commission a new accessible walkway was installed at Simonds Park. The accessible walkway provides access from the parking lot to the playground, Visco building and wading pool at Simonds Park.

Our dedicated programming staff continued their commitment to providing safe, quality, affordable programs and events to the community. As we progressed throughout the year, they continued to increase the amount of offerings to meet our community's need. Here are a few of the programming highlights throughout 2021:

- Throughout the early winter months, our program staff continued offering a substantial amount of virtual or at home programming. These programs included typical programming such as fitness programs and art classes. Our staff paid particular attention to programs which could be taken at home, providing options for ceramics, flower arranging, virtual field trips and more!
- Our program staff remained dedicated to continuing social media campaigns that not only engage the community, it offered opportunities to get out and enjoy the local parks and playgrounds. One of our favorites from this year was the Leprechaun on the Loose. This campaign was run the week of St. Patrick's Day. Each day, Shelby the Leprechaun would release a clue as to where he hid a pot of gold in Burlington. When families would find the gold, they would get some St. Patrick's Day goodies as well as a scratch ticket. There was only one winning scratch ticket each day. Families with a winning scratch ticket brought them into the office to win a bigger prize. The campaign was extremely well received by the community!
- We have some really amazing part-time staff that has worked for us for decades. This year we saw the retirements of both Chris Allain and Carol Collins. Chris has evolved our pre-school programs into what they are today! Her hard work and dedication to improving the program has led to a consistent filled program where children not only learn, they make life-long friendships. Carol has been a constant in our ceramics programs. Not only is she an amazing artist, she's an even better teacher! She takes the time to get to know each of the participants and worked with them to design some beautiful works of art! Talented and dedicated staff members such as Chris and Carol are hard to find and we were fortunate to have them with us for many years. We wish them all the best in their retirement.
- After a rocky start to our summer program registration, we made the decision to become fully hosted by Vermont Systems. This conversion allowed for a larger number of users to be logged in and registering for programs at one time. Additionally, as it is based on the cloud, our staff can now access the RecTrac registration platform from any location. This has proved to be particularly beneficial throughout COVID and in the summer months.
- Our Therapeutic Recreation (TR) continues to grow in popularity. This year, we offered 60 adaptive programs and had over 110 inclusion requests. To help with the growing number of participants, our Therapeutic Recreation Specialist, Emma Jones, CTRS hosted interns in both the summer and fall seasons. Kasey Kingman joined us for the summer season and this fall, Katie St. Denis served as the TR intern. Both came to us from the University of New Hampshire and have since graduated. Katie has joined our team as the part-time Recreation Therapist.



- Our special events continued to grow this year! We were able to offer a variety of in-person and virtual events through the year to accommodate the residents. We partnered with the Burlington Public Library and Burlington Conservation to offer our first Springapalooza which was designed to get people excited about spring and featured 11 new, special events. In addition to our new special events we were able to bring back some family favorites such as the Family Fishing Festival, Celebrate Burlington, Truck Day and the Spooktacular. At this year's Spooktacular, we held our first Candy Crane Drop and which was extremely well received by all.
- In October, we hired Kristen Gonzalez as the program administrator to coordinate all of our fitness & wellness programs. Kristen is a certified personal trainer with over 10 years of experience in the fitness field. We are excited to have Kristen on our team and look forward to the fitness and wellness programs she will introduce to the community.

We started 2021 with anticipation for a better year and a return to typical activities. There were some ups and downs along the way, but our staff was prepared to continue to make whatever adjustments were needed in order to provide quality programs, special events and safe and enjoyable facilities. Their continued commitment and dedication to the residents of Burlington was on display every day. From in-person, virtual and hybrid programming, to the return of in-person special events the program division continued to showcase their creativeness through quality recreation opportunities. The maintenance division continued their effort to improve our athletic fields and provide safe facilities for our residents to enjoy. The staff's commitment to work through the pandemic and give back to the Town was evident in everything they did.

As we enter 2022 we do so with the hope that the vaccines will move us closer to the end of the pandemic. Our staff will continue to push themselves to improve our programs, special events and maintenance techniques. We will continue to seek out professional development opportunities locally, regionally and nationally to improve ourselves and provide the best for our residents. We encourage you to take advantage of our programs, whether virtually or in-person, when you are comfortable doing so. Make this next year about you and your family and spend some time with us!

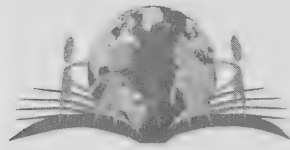
Respectfully submitted,

Brendan Egan

Director of Parks and Recreation



## PUBLIC LIBRARY AND LIBRARY TRUSTEES



**BURLINGTON**  
**Public Library**  
*Connect, Discover, Enjoy*

### WEBSITE

[www.burlingtonpubliclibrary.org](http://www.burlingtonpubliclibrary.org)

### Library Staff

Administration - Michael Wick, Director; Marnie Smith, Assistant Director; Gerri Gaffey, Principal Clerk

Reference - Donna Manoogian, Justin Acosta, Shelley Sloboder

Youth Services - Amanda Hogue-Lavallee, Jenna Cantino, Ariel Chu, Michaela Hutchinson, Nicole Monk

Technical Services - Nan Wang, Ann Marie McMakin, Sandra Woodbury, Janet Zahora

Library Technology Specialist – Daniel McDonough

Circulation - Cara Enos, Sarita Hegde

Library Aides - Kylie Baker, Nancy Farrey-Forsyth, Annemarie Gangi, Nozomi Shindo Karachi, Katie MacMillan, Miriam Zizza

Pages - Maria Almonte, Gale Christiano, Darlene D’Addario, Patrice Earley, Lori Legnon, Isabel Llorente, Maureen Mullen, Wanru Tai

### Mission

The Burlington Public Library is a community hub that promotes lifelong learning, exploration, and innovation.

### Services Provided

- Lending of our core collections including books, large print books, magazines, audio books, playaways, music CDs, video games, and DVDs
- Lending of special collections including tote bags, light therapy lamps, launchpads, laptops, wifi hot spots, educational kits, American Girl dolls, and museum passes
- Downloadable books, magazines, comics, audiobooks, music, movies, television shows and more available through the eLibrary
- Access to free databases both in the library and remotely
- Free Internet access from public computers and free wireless Internet access
- Educational, recreational, and cultural programs offered for children, teens, and adults
- Summer reading programs for youth and adults
- Homebound delivery program for those in need
- Outreach services to local assisted living communities
- ESL tutoring and conversation groups, through a partnership with English At Large
- One-on-one technology and research assistance
- Proctoring services for students
- Meeting rooms, available to qualifying groups and organizations
- Individual study rooms that accommodate 1-3 people, available on a walk-in basis
- Print/copy service including printing remotely from home or your laptop/smart device

- Fax machine
- Exhibit space for local artists and organizations to display artwork or items of interest
- Collection point for People Helping People

The library continued its efforts to innovate and expand services this past year, as COVID-19 forced many transitions throughout 2021. While the library began the year with curbside services, it reopened to the public on April 5<sup>th</sup> for use by appointment. A continued drop in case counts and expanded access to vaccines allowed the library to fully reopen to the public on June 14<sup>th</sup> and eventually end curbside services on August 6<sup>th</sup>. Throughout these transitions, the library staff strove to build on strong services while integrating lessons learned during the pandemic.

Library programs for adults and children alike continued to be a great strength of the library, but began taking divergent forms. Children's programming returned to in-person events at the library but adult programs became an amalgam of three types: in-person, online, and a hybrid of both. Convenience and health considerations play a factor in the public's interest in online adult programs and the library is taking steps to build a hybrid option for most programs offered. Online programs benefit the library, as collaborating with other libraries and institutions provide financial support while expanding outreach. For example, the library partnered with Harvard Union Retirees Association which graciously funded a series of library programs in 2021 while providing quality programs for their members and the Burlington community.

The library received a CARES Act Grant, which provided a series of art programs for both children and adults throughout the summer of 2021. These hands-on programs included origami, sculpture, henna, paint nights, comic drawing, and more. It also provided funding for Creativebug, a new database which provides over 1,000 online arts and crafts classes for children and adults, which the library continues to subscribe to.

Partnerships with community institutions brought many opportunities this year. The library debuted a StoryWalk® at The Village at Burlington Mall, with a new children's picture book story available each month for families to enjoy as they walked outdoors. The Friends of the Burlington Public Library have also partnered with Burlington Mall to provide reading materials at a Little Free Library, located outdoors in the park near Fogo de Chao. As businesses and buildings reopened, librarians were able to engage in outreach again, for example: visiting local assisted living communities; participating in the Memory Café at the Council on Aging; and setting up information tables and providing story times at the Diwali and Pride festivities on the Common.



*(left to right) Librarians Cara Enos, Annemarie Gangi, and Nicole Monk celebrate the library's reopening to the public. Circulation librarians Cara Enos and Annemarie Gangi sort donations during a food drive to support People Helping People.*

The library unveiled a Library of Things collection in October, with fun and engaging items such as Roku streaming sticks, pre-loaded with content, GoPro cameras, board games, metal detector, ukulele, and more. The collection has been a hit with patrons and librarians are planning more items to be added in the coming months.



*(Above, left to right) The PM Group of Burlington provides a program in the Children's Room. Librarians Nicole Monk and Jenna Cantino visit the dinosaur-themed StoryWalk® at The Village at Burlington Mall.*

### Highlights of this year:

- Despite the continuation of COVID-19, the library successfully responded to a loosening of restrictions and resumed providing programs and in-person services
- Participation in Adult programming continued to increase during the year, even though the disruption of transition from online to in-person meant 13% fewer programs than 2020, with over 2,400 attendees participating in over 100 programs
- The library was presented with a Recognition of Excellence by Indian Americans for Burlington at the Diwali 2021 celebrations

### Changes

- Maria Almonte, Ariel Chu, Michaela Hutchinson, Lori Legnon, Isabel Llorente, Daniel McDonough, and Wanru Tai joined the library's staff in 2021.



### **Donations**

The Burlington Public Library would like to thank the following corporations, organizations, and individuals for their generous donations made in the past year:

Pat Beaver  
Burlington Quilters Guild  
Caroline Hughes  
DCU – Digital Federal Credit Union  
Friends of the Burlington Public Library

Jackson Walsh Memorial Fund  
LCEA of LABBB Collaborative  
Claudia Pattison  
Marise Pereira  
Haywood Satz

### **Burlington Public Library Trustees**



*Back row (l to r): Phil Gallagher, Adam Woodbury, Rob Neufeld  
Front row (l to r): Ram Voruganti, Hiral Gandhi, Kevin Sheehan*

The Board of Library Trustees is a group of six elected officials whose main role is to govern and set policies for the library.

## BURLINGTON SCHOOL COMMITTEE



### **SCHOOL COMMITTEE MEMBERS**

*Back row (l to r) Christine Monaco; Carl Foss; Martha Simon;*

*Front row (l to r) Brooke Hovasse, Student Representative; Thomas F. Murphy, Chair; Katherine Bond, Vice-Chair*

*Photo by Bob Cunha*

WEBSITE: [www.burlingtonpublicschools.org](http://www.burlingtonpublicschools.org)

### *Thomas F. Murphy, Chairman's Report*

2021 was another eventful year for the Burlington School Department. The Covid pandemic continued to provide tremendous challenges on all levels of public education. The administrators have had to juggle the implementation of ever changing regulations and directives from both State and Federal authorities. The staff has had to work under almost impossible conditions and the students have had to learn under the same conditions.

It has been a very stressful year to all involved and the School Committee and the community greatly appreciate the efforts of all concerned to try and provide as normal an educational experience to the students as possible under the circumstances. At the beginning of the 2021-2022 school year we were able to return to a full "in school" model which was a great first step back to normalcy. However, as we head into 2022 the virus continues to surge so unfortunately the pandemic will be with us for at least a while longer. The School Committee is confident that the school department employees and the community in general will continue to work together under these trying conditions to provide as meaningful and productive an educational experience to our students as possible.

In addition to dealing with the ongoing pandemic we also had to attend to the usual responsibilities of a typical school year. The first quarter of the year was focused mainly on preparing and finalizing our budget, and ultimately presenting it to Town Meeting. The school department has continued to work well with the town financial team, the Board of Selectmen and the Ways and Means Committee to develop a budget that enables us to maintain the services that the community has come to expect. The school department and the residents of the town are fortunate to have diligent and responsible financial leaders who do a very good job of maintaining town services in a fiscally responsible manner, especially in these challenging times. Likewise, the School Committee greatly appreciates the support provided by Town Meeting and the value that they place on education.

Over the course of the year through the leadership and efforts of Superintendent Eric Conti and Director of Operations Bob Cunha, in conjunction with the necessary capital funding appropriated by Town Meeting, we have been able to continue to improve and upgrade our physical facilities. The School Committee recognizes the importance of maintaining our assets and we thank our custodial staff for their fine work in maintaining our buildings and keeping them clean and safe for all who use them. As stated above the School Committee thanks Superintendent Conti and Assistant Superintendent Patrick Larkin for their efforts and their leadership in coming up with plans to meet the educational needs of our students. We also thank the administration as well as the teachers' association for their efforts and cooperation as we all try and work together in applying all of the State and Federal directives. We particularly thank the teachers for their incredible patience and effort in dealing with these unprecedented circumstances – we recognize that it serves to make an already difficult job even more difficult and their work is greatly appreciated.

On a positive note we received approval from the Massachusetts School Building Authority to construct a new school to replace the existing Fox Hill Elementary School. We are still early in the process but a Building Committee has been appointed and we are continuing through the MSBA process to plan and ultimately build a new elementary school.

We would also like to acknowledge the ongoing efforts of the Burlington Education Foundation (BEF) and express our appreciation for their continued good work. The BEF is a non-profit organization created and run by Burlington parents and they continue to make valuable contributions to the school system by funding grants to classroom teachers. It is another example of the strong community support for the school department and the School Committee is very appreciative of that support.

The Committee would like to thank all of its employees for their ongoing efforts and assistance in allowing the school department to deliver first class services to the residents of Burlington. We would also like to wish Sharon Gilbert, our long-time recording secretary, health and happiness in her retirement.

The School Committee thanks all of the residents for their continued support of the school department and we invite anybody to call us with any questions or concerns.

Respectfully submitted,

Burlington School Committee

Thomas F. Murphy, Jr, Chairman; Katherine Bond, Vice-Chairman; Christine M. Monaco; Martha Simon; Carl Foss



## SCHOOL ADMINISTRATION

WEBSITE: [www.burlingtonpublicschools.org](http://www.burlingtonpublicschools.org)

### **Central Administration**

Eric M. Conti, Superintendent of Schools  
Patrick Larkin, Assistant Superintendent of Learning  
Robert Cunha, Director of Operations  
Christina Cicolini, Interim Director of Special Education  
Nichole Coscia, Business Manager  
Raymond Porch, Director of Diversity, Equity, and Inclusion  
Kerri Lamprey, Director of English Language Learners  
Jennifer Knight, Director of Family and Community Engagement  
Barbara Conley, Nurse Leader

### **Burlington High School Administration**

Mark Sullivan, Principal  
Richard Sheehan, Associate Principal  
Heather Northrop, Associate Principal  
Shaun Hart, Associate Principal/Athletic Director  
Joe Attubato, Director Counseling Department

### **Marshall Simonds Middle School Administration**

Cari Perchase, Principal  
Josh Murphy, Assistant Principal  
Jennifer Chen Fein, Assistant Principal

### **Elementary Schools Administration**

Nicole McDonald, Principal, Francis Wyman Elementary School  
David Rosenblatt, Principal, Fox Hill Elementary School  
John Lyons, Principal, Pine Glen Elementary School  
Tara Harris, Interim Principal, Memorial Elementary School  
Darryl Doiron, Assistant Principal, Francis Wyman Elementary School

Deborah Clark, Director of the Burlington Early Childhood Center

## SUPERINTENDENT OF SCHOOLS

*Eric Conti, Superintendent*

*Patrick Larkin, Assistant Superintendent for Learning*

While we initially planned for our year to be less impacted by the pandemic, we learned quickly that we would need to make adjustments and compromises for another year. Unlike last year, however, all of our students attended school in-person, five days per week. Remote learning was not an option that the district could offer to families.

Despite the limitations imposed on the district by the pandemic, we continued to make progress. I am proud of all of our staff, in the classroom and in support of the classroom, for the flexibility and forgiveness they have displayed over the last two years. Everyone has had to learn and execute new skills and aspects of their jobs no matter their role. As we emerge from the pandemic it will be important that we reestablish past best practices and maintain the new skills that we've learned.

One primary focus of the district this year was to bring to life a new Equity Statement created by the School Committee. The statement is as follows:

*Educational equity means that every child belongs and receives whatever support she/he/they need to develop her/his/their full academic, emotional and social potential to learn and thrive every day. This begins with kindness and valuing the humanity of every child/individual.*

This statement recognizes the importance of focusing on the belonging of all students in the learning process and providing students the opportunity to lead in this space. A district organized Equity Committee, including students, in partnership with a Community group established to fight racism sought and received financial support from Town Meeting for a Director of Diversity, Equity, and Inclusion. This new position has been a tremendous resource to help all of us do the hard work of confronting explicit and implicit bias in ourselves and our schools.

We also recently learned that the Massachusetts School Building Authority (MSBA) accepted the Fox Hill School into the state building grant process. We initiated this seven-year process and will be working with the community to rebuild the Fox Hill School. We have also been focused on upgrading the high school's HVAC systems and science labs. We remain hopeful that the state will partially support this much needed work.

All of these projects and programs would not be possible without the generous support of the community. We do not take this financial support for granted. Through incredibly hard work and collaboration, Burlington Public Schools have continued to provide a quality student experience during a global pandemic. We look forward to adjusting back to a more familiar learning routine next year.

**BURLINGTON HIGH SCHOOL**

*Mark Sullivan, Principal*

Burlington High School started this year in year 3 of a global pandemic. Hybrid and remote accommodations had been lifted, but other mitigation strategies such as masks, social distancing, and limited in-person events still defined our school community. Predicting the trajectory of what the impact of the COVID-19 pandemic would bring upon our world, country, state, and locally here at Burlington High School continues to present continuing challenges and frustrations. While the consequences have cascaded and have been significant, this year has seen the return to closer to normal. Our students, and especially our seniors have regained their choice to sit in their preferred cafeteria spot, walking the halls with their game jerseys, cold nights watching games on Varsity Field, plays, concerts, prom, and other activities are back and returning a sense of normalcy to our school.

Despite the challenges the pandemic continues to throw at us, Burlington High School students and staff will always be remembered for persevering through these difficult times. The strength and character students and staff have displayed during these challenging times was remarkable to watch - I'm certain that on the other side of this adverse situation we will all be stronger and more resilient than ever before.

We were able to have a full in-person graduation for the class of 2021. Under a hot and beautiful sunny sky, the class of 2021 was sent off with full regalia.

We welcomed our new Associate Principal, Heather Northrop, after the retirement of Deb Deacon. Christina Cicolini moved into the District Interim Director of Special Education position and Bonnie Nichols is Burlington High School's Interim Team Chair. Burlington High School also hired several new faculty members for the 2021-22 school year, they are:

Sarah Barnes	Counseling
Tyler Charron	Tutor
Luis Hernandez	Instructional Assistant
Michayla Hogan	Science
Brenden Maney	Special Education
Ryan Morey	Tutor
Connor Pustizzi	Tutor
Jillian Raso	Counseling

Burlington High School continues with ongoing school improvement efforts, based on the commendations and recommendations provided by NEASC (New England Association of Schools and Colleges) at their decennial visit several years ago. This accreditation process has long been recognized in the United States and international school circles as a highly effective means of initiating and maintaining school improvement and adherence to publicly stated standards.

Over the last several years, BHS has had the distinction of being an Apple Distinguished School. Apple stopped assigning this recognition, faculty, staff, and administration have continued to be driven by the five best practices that allowed us to be an Apple Distinguished School, and they are:

- Visionary Leadership
- Innovative Learning and Teaching
- Ongoing Professional Development
- Compelling Evidence of Success
- Flexible Learning Environments



BHS continues to focus on the use of instructional technology tools to help foster student engagement. Professional Development time has been geared toward supporting teachers in the implementation of technology to enhance student learning. Parents and students have expanded use of an online portal that allows grades and assignments to be seen in real-time. With this portal, BHS has an online method of sending report cards and progress reports home to families and we have phased out the printing and mailing of these documents altogether.

BHS continues to offer relevant and challenging curricula to its students. New courses being offered include Data Visualization, Data for Python, The Refugee Experience, History of Rock and Roll, Forensic Science, A Military Perspective of World War II, and Examining Feminism through Popular Culture. Dual enrollment courses continue to be a popular part of our program. BHS has agreements with Middlesex Community College, Massachusetts Bay Community College, and Bay Path College, where students can simultaneously earn credit from both BHS and the higher education institution. To amplify our program, BHS also offers a number of online courses to students through its membership with Virtual High School.

Burlington High School students continue to be our biggest point of pride. Year in and year out, Burlington students excel in academics, athletics, fine and performing arts, and much more. Excellence and creativity is displayed in many different ways and through many different distinctions. Students earned Advanced Placement scholar awards, BHS Collab (Student Literary Magazine) earned a top ranking in a National Competition, many students qualified for the John & Abigail Adams Scholarship, and our students continue to perform exceptionally well on the MCAS and AP tests. Outside the classroom, BHS continues to offer a myriad of clubs and athletic activities for its students. Throughout these varied activities, our students are consistently recognized for their accomplishments. In addition to fielding some of the most competitive teams in the Middlesex League, our students excel in individual accomplishments.

BHS continues to schedule many varied activities and observances that have become highlights of the school year. These annual events include our September 11th Remembrance Ceremony; September Student Activity Fair; November Veterans Day Assembly and School Spirit Rally; December Holiday Traditions Assembly and Holiday Concert; March NHS Induction Ceremony, Ides of March Concert and Spring Musical; as well as an alternate-year Italian and Spanish Student Exchange Programs, and the Junior/Senior Prom.

For the latest news from Burlington High School, please visit the district site at <https://www.burlingtonpublicschools.org>

**BURLINGTON HIGH SCHOOL MATHEMATICS DEPARTMENT**

*Katie Whitcomb, Chair*

The BHS Mathematics Department remains focused on preparing students for lifelong mathematical competence and sound logical reasoning skills and to be engaged community members by giving them a foundation of knowledge and practical experiences in which they apply that knowledge to solve problems using current and relevant technologies and methods.

The Mathematics Department strives to offer courses that challenge and engage all learners. We also continue to foster students' love of math through extra-curricular activities such as Math Team, New England Math League, and the American Mathematics Competition. Over the past few years, we have chartered a chapter of Mu Alpha Theta, the national mathematics honor society. In the Class of 2021, six distinguished students graduated as members of this prestigious society.

This year, we continued to provide students with a Computer Science Innovation Pathway, in order to prepare them for technology driven 21st century careers. In the Class of 2021, twenty students graduated with this distinction, each student completing at least two college level computer science courses during their four years at BHS.

BHS is expanding access to computer science by continuing to partner with local technology companies, and participating in two National Science Foundation grants in computer science. This year we are striving to increase the number of girls who explore STEM careers by offering after two school programs, Girls in STEM and the CGI App Challenge. We also partnered with the Women of Teradyne Diversity, Equity and Inclusion group to introduce fifty girls to computer science during Hour of Code, and brought in BHS alumni to virtually talk with students about college and career options.

The Pathways for Advancing Computing Education (PACE) is a Research Practice Partnership funded by a NSF grant in partnership with Massachusetts Institute of Technology (MIT) and CS for MA. PACE participants share the common goal of broadening participation in computing for underserved groups in computer science (CS) in Massachusetts: females, Black and Hispanic/Latinx, low-income students, English learner students and students with disabilities. The long term objectives of the grant are to (1) refine high school CS curriculum pathways; (2) develop a dashboard of measures for tracking access, achievement, and equity in CS teaching and learning; (3) develop shared professional development experiences around CS equity teaching practices that cut across the different curriculum choices that individual districts will make; and (4) share new models, curricula, and professional development resources widely across the state and across the country.

Innovation Pathways for Data Careers (IPDC) is a Research Practice Partnership funded by a NSF grant to introduce High School students to careers in data science. This grant provides Burlington teachers with stipends to develop, pilot and evaluate lessons in data science, in partnership with Everett High School, Chelsea High Schools, DESE, the Education Development Center, Bunker Hill Community College, CSforMA, and MassTLC. The project goal is to successfully pilot a data science pathway, and then provide other districts with professional development in the summer, and to make some course lessons and outlines available online Massachusetts School Districts to adopt.

## BURLINGTON HIGH SCHOOL HEALTH AND PE DEPARTMENT

*Matthew Jackling, District Coordinator for Health and PE*

The Burlington High School Health and PE Department met the challenge of the hybrid school year looking to merge the various new content created throughout our time utilizing distance learning with our existing in person curriculum. This provided our department with the ability to provide all students (in person, hybrid, and remote) the opportunity to develop the skills necessary for life long health literacy.

BPS's PE Department created new curriculum to help students that were in person, hybrid, and remote understand their role in their own physical well-being, aiming to help students in developing the tools necessary to take responsibility over their own fitness levels regardless of their physical environment or learning location. Through utilizing various digital and in person resources, the staff provided meaningful learning opportunities while continually following health and safety protocols. Physical Education was greatly impacted by the safety protocols that were implemented throughout the pandemic, and our staff has done an exceptional job bringing students back into a safe and challenging environment while providing them with enjoyable learning experiences.

Similarly, the Health Education staff focused largely on providing our students with a diverse and interesting curriculum that discussed contemporary health issues while consistently addressing the mental health needs of our students. Teaching in a pandemic has brought a variety of new challenges to all staff, including placing the needs of our students in regards to mental health, mindfulness, and stress reduction at the forefront of our instruction. Within both Health and Physical Education, our department aimed at rebuilding some of the social connection that was lost over the last school year, focusing largely on providing students with the opportunity to reconnect with peers while challenging them to identify areas of need in regards to their own self-care.

On a larger scale, the implementation of the BHS Advisory program allowed for all teachers to provide a cohesive effort to address the need for community building and opportunities for connection. This program has the entire BHS staff working with a consistent group of students throughout the year, addressing topics such as self-care, mindfulness, and communication skills, all while providing students a small group setting to share their experiences, thoughts, and opinions. This program has created a clear time and space for connection with staff and with other students, and has been one of the highlights of the school year.

All of our Health and Physical Education have largely focused on addressing issues that most young adults face: understanding healthy choices based on their personal belief system, understanding the long term value of these choices, and developing their own health-related identity so that they can have continued success regarding their personal health and well-being. With this school year more closely reflecting what a traditional school year looks like, our staff has embraced the opportunity to be back working closely with our students and providing them with a progressive and challenging curriculum.



## BURLINGTON PUBLIC SCHOOLS ART & DESIGN PROGRAM

*George Ratkevich, Program Coordinator*

### WEBSITES

<http://bpsk12art.weebly.com> (a resource for district art teachers, and the site for our online art exhibition)  
[www.burlingtonhighschoolart.org](http://www.burlingtonhighschoolart.org) (for students, parents, and the community)  
[www.facebook.com/burlingtonhighschoolart](https://www.facebook.com/burlingtonhighschoolart)

### DEPARTMENT STAFF

George Ratkevich - Art & Design Program Coordinator  
Lindsay Appleby - art teacher, Marshall Simonds Middle School  
Sarah Baldwin - art teacher, Marshall Simonds Middle School  
Christina Chang - art teacher, Burlington High School  
Alexandra Djordjevic - art teacher, Burlington High School  
Courtney Fallon - art teacher, Pine Glen Elementary School  
Kulwinder Kaur - Kindergarten art teacher, Francis Wyman Elementary School  
Mojdeh Kazem - art teacher, Burlington High School  
Keith March Mistler - art teacher, Marshall Simonds Middle School / Remote Academy (2020-2021 school year)  
Stephen Scarpulla - art teacher, Fox Hill Elementary School  
Lindsay Shepard - art teacher, Marshall Simonds Middle School  
Lauren Vigneau - art teacher, Francis Wyman Elementary School  
Joanne Vigneau - art teacher, Burlington High School & Remote Academy (2020-2021 school year)  
Donna York - art teacher, Memorial Elementary School

### PURPOSE

The Art & Design program helps students develop their visual literacy (an understanding and appreciation of guiding concepts such as the elements and principles of design), creative problem solving, design thinking (a focus on steps in the process of making), and technical skills (craftsmanship). Students develop their *Studio Habits of Mind* (which comes out of the framework of Studio Thinking designed by practitioners at Project Zero at Harvard's School of Education.). They develop their craft, becoming more technically skillful in using a wide range of tools, materials, and artistic processes, and they learn to take care of those tools and their studio workspaces. They begin to see and embrace problems as opportunities, develop focus, and they learn to persist and persevere at tasks. Art students learn to envision and imagine, thinking creatively, developing their ability to come up with new and better ideas. They learn to plan well and work through the many, sometimes messy, stages of the creative process. They express themselves, making art that conveys ideas, feelings, or personal meanings. They observe, looking closely and carefully at things, attending to nuance, noticing the small things that the casual observer won't. They become more and more sensitive to the natural environment as they work from observation, memory, and imagination. They reflect on what they and their fellow artists have done, learning how to look at and talk about art, to defend their work, to take in and process constructive criticism from their peers. They stretch and explore, reaching beyond what they thought they could do. They learn to embrace opportunities, discover through play, and learn from their mistakes. They work and interact with one another in the community that is the art class, and they share their work with their school, family, and community. They make connections, learning about culture and history, current practices and innovation, and interacting with others through their study of art and art-making. We believe that students' art classes help balance their academic classes, and that art-making is an essential, enriching experience that helps to more fully develop a well-rounded person.

Hybrid learning continued into Spring 2021. With the change to remote and hybrid learning, the Art & Design teachers took to heart the guidelines and recommendations of the Massachusetts Art Education Association in planning and revising curriculum for the 20-21 school year, to do fewer things and do them well:

- Make strategic reductions across the curriculum
- Focus on fewer standards more deeply
- Create a smaller number of well-crafted lessons and experiences that nurture relationships, support youth resilience, and build knowledge and skills.
- Blend synchronous and asynchronous learning
- Provide access to ALL learners
- Temporarily shift focus from the Creating standards of the MA Visual Arts Frameworks to the other three standards: Presenting, Connecting, and Responding.

## HIGHLIGHTS

To eliminate the need to share tools and materials during the pandemic, in 2020-21 art teachers assembled individual art kits for every student, providing supplies to be used in either the classroom or at home. Elementary and middle school teachers traveled from classroom to classroom to teach lessons. Students and teachers returned to the art rooms in all schools for the 2021-22 school year.

The program again budgeted for Adobe Creative Cloud Access to be made available to every art student in BHS as needed. Students were able to get one-year named-user licenses to the Creative Cloud to be installed on one computer in the school and another at home, allowing courses such as Computer Graphics and Photography to be taught more smoothly during hybrid learning.

Student work was published or displayed in Collab, the high school's literary magazine, the BHS yearbook, the Regional High School Art Exhibition hosted by the Lexington Arts & Crafts Society (LexArt), and in the high school's Cambridge Street Gallery, which continues to provide exhibition space to BHS alumni artists, community members, students, and faculty.

A drawing by Jack Giles (BHS Class of 2021) and a photograph by Paul Fuller (Class of 2022) were selected for inclusion in the 2021 Emerging Young Artists Juried Exhibition, a highly competitive New England juried exhibition hosted by UMass Dartmouth's College of Visual and Performing Arts. The exhibition was online this year, featured on the UMass Dartmouth CVPA website from January 22 through February 6, 2021. University of Massachusetts Dartmouth College of Visual and Performing Arts invited students, family, relatives, and guests to attend the reception to celebrate these talented students and their accomplishments.

The following students earned recognition in this year's annual regional Scholastic Art & Writing Awards. The regional Scholastic Art & Writing Awards received a total of 8,609 total submissions between the art and writing categories: 5,877 total art submissions and 2,732 total writing submissions.

	Student Name	Grade	Award	Category	Title
<b>WRITING</b>					
BHS	Veronica Chang	11	Honorable Mention	Personal Essay & Memoir	How to Fit into American Schools
BHS	Navya Garg	11	Gold Key	Personal Essay & Memoir	My Mother Found My Prince Charming
BHS	Quinn Mattson	11	Honorable Mention	Short Story	Shall Not Be
<b>ART</b>					
BHS	Paul Fauller	11	Honorable Mention	Photography	vacuum
BHS	Paul Fauller	11	Silver Key	Photography	on the verge
BHS	Paul Fauller	11	Honorable Mention	Photography	i am not an object.
BHS	Navya Garg	11	Gold Key	Photography	Hope
BHS	Navya Garg	11	Silver Key	Photography	Sugar Strawberry
BHS	Navya Garg	11	Honorable Mention	Photography	Chameleon
BHS	Jack Giles	12	Honorable Mention	Painting	Unsung Legacy
BHS	Abraham Mudoola	12	Honorable Mention	Ceramics & Glass	Vase bent
BHS	Anna Perl	10	Gold Key	Drawing & Illustration	Decapitation
BHS	Anna Perl	10	Silver Key	Drawing & Illustration	1636 Amsterdam
MSMS	Caroline Sciarratta	8	Honorable Mention	Photography	a street stranger's smile
MSMS	Caroline Sciarratta	8	Silver Key	Photography	Ceramic Stallion

Whereas in previous years the Gold and Silver Key award-winning work was exhibited in a large exhibition hall, in 2021 the Massachusetts Scholastic Art and Writing Awards regional exhibition was posted online:

Regional Gold Key Art: <http://omeka.library.tufts.edu/exhibits/show/2021scholastiegoldkeyart>

Regional Gold Key Writing: <http://omeka.library.tufts.edu/exhibits/show/2021scholastiegoldkeywriting>

Regional Silver Key Art: <http://omeka.library.tufts.edu/exhibits/show/2021scholasticsilverkeyart>

Regional Silver Key Writing: <http://omeka.library.tufts.edu/exhibits/show/2021scholasticsilverkeywriting>

After being reviewed at the national level by panels of creative professionals, Anna Perl (BHS Class of 2022) earned a Gold Medal at the national level for her painting "Decapitation."

The artistic talents of BHS student artists were also on display at the Lexington Arts and Crafts Society (LexArt) for the 25th Annual Regional High School Art Majors Show. The work of students from Bedford, Burlington, Winchester, Waltham, and Minuteman Regional Vocational Technical high schools was also on view. Burlington students whose work was on exhibition include: Alexia Hamilton, Georgia Doherty, Isabelle James, Jaden Torres, Carlie Mattson, Chloe Poles, Navya Garg, Paul Fauller, Kacey Pustizzi, Rose Hanafin, Lainey Gaiero, Caroline Sciarratta, Benjamin Calandrella, Alexa Meehan, Anna Otis, Genevieve Kugonza, Abraham Mudoola, Sydney Hovasse, Heather Murphy, Thanya Weadick, John



Giles, Nicholas Abreu, Anna Perl, Sophya Viglione, Sharon Zou, Michela Giordano, Serena Hawkins, and Reece McLean

At the end of the 2020-2021 school year, the AP Studio Art students held an online exhibition reception of their portfolios, to which parents and teachers were invited and at which each student discussed their oeuvre.

At the end of the 2020-2021 school year, Sydney Hovasse received the first Cynara Ferrao Scholarship. This \$500 scholarship was generously funded by the family and friends of Cynara Ferrao, a graduate of the high school and a mainstay in the art program who passed two years ago, for a “BHS student who shows a passion for fashion or art as Cynara did, and would like to further their education at a college/university focused on art.” Sydney Hovasse is now majoring in Costume Design at Boston University.

Nicholas Abreu received the Vickie Graham Award, a \$500 scholarship generously funded by the family of former BHS art student Vickie Graham, a 2001 graduate of Burlington High School, for a deserving student attending a four-year college majoring in Art or Computer Graphics. Nicholas Abreu is now attending Boston University to study Art Education.

Jack Giles received The BHS Portfolio Award, an award of \$500 for exceptional work in an artistic discipline. John (Jack) Giles is now attending The University of Maryland to study Engineering.

Artist Cyrus Aghakhani spoke via videoconference to BHS art classes from his home in Iran. In this virtual workshop, Mr. Aghakhani shared his artistic work with students and demonstrated his methods, including the technique of sgraffito, scratching a surface to create a variety of tonal values. Cyrus Aghakhani is a professional graphic designer, painter, and art professor based in Iran. He has illustrated many books and has held many solo and group exhibitions nationally and internationally. Cyrus is on the faculty at the University of Semnan and is married to another successful artist. One of the artist’s original artworks was purchased and loaned to BHS.

Some of the art teachers and their classes continue to be involved in the Burlington Sculpture Park ([burlingtonsculpturepark.org](http://burlingtonsculpturepark.org)). The park is located to the left of Grandview Farm and Marion Tavern, across from the corner of the town common. The selection of the sculptures was greatly informed by student participation two years ago. Students in many of Burlington's art classes from grades 1-12 voted on over 40 works submitted to The BSP Committee through the New England Sculptors Association.

## **CHANGES**

To address remote learning needs at the elementary level during the pandemic, BHS art teacher Joanne Vigneau and MSMS art teacher Keith March Mistler worked in the Remote Academy for the 20-21 school year, teaching fully remote elementary grade students. Mojdeh Kazem and Lindsay Shepard joined the BHS and MSMS faculties, respectively, to fill the temporarily vacated positions. Both Ms. Kazem and Ms. Shepard continued in those positions for the 2021-22 school year, after Mrs. Vigneau retired and Mr. March Mistler took a leave at the end of that school year. Art instruction was added to Kindergarten starting in the 2021-22 school year. Ruby Kulwinder Kaur joined the faculty of Francis Wyman Elementary School as the kindergarten art teacher there starting in the fall of 2021.

[www.facebook.com/burlingtonhighschoolart](https://www.facebook.com/burlingtonhighschoolart)

**BURLINGTON HIGH SCHOOL SCIENCE DEPARTMENT**

*Holly Potters, Department Chair*

The Science Department is focused on preparing our students to be engaged community members by giving them a foundation of background knowledge and practical experiences in which they apply that knowledge to solve problems using current and relevant technologies and methods. To help us with this mission, we have welcomed a new science teacher this year, Michayla Hogan. Michayla completed her student teaching at Burlington High School in 2020 and we are happy she has rejoined us after completing a year at Wilmington High School. With the restrictions imposed by the pandemic we have had to limit our interactions outside of the school, but the Emergency Medicine class was able to visit Boston MedFlight in the fall of 2021 (pictured below), as well as hosting speakers and demonstrators from the Burlington Fire Department. Astronomy students were also able to engage in learning opportunities that utilized the newly launched James Webb Telescope and the Parker Solar Telescope. The Astronomy classes are looking forward to analyzing future data collected through these amazing, cutting edge space exploration tools. The Science Department has also supported the establishment of a Science National Honor Society Chapter at BHS for the 2021-22 school year. We look forward to working with students to grow the chapter membership and develop opportunities for science enrichment at BHS in 2022 and beyond.



**BURLINGTON HIGH SCHOOL DEPARTMENT OF ATHLETICS**

*Shaun Hart, Director of Athletics*

The Burlington Athletic Department has had a successful and most memorable year. Covid-19 made Athletics have a different feel statewide. For the first time ever, a “Fall 2” session between February and early April was created. This allowed sports like football and volleyball to have seasons that may have been canceled if the change wasn’t made. The league as a whole changed the way we played. Burlington played each opponent two times over a two-week period. This allowed play to continue amongst the same towns, if there were any positive cases contract tracing was maintained. The league also moved to 10-game seasons.

In the winter season, girl’s gymnastics, girl’s ice hockey, and girls’ basketball all went undefeated in league play for the first time in school history. The girls basketball team finished the regular season 10-0 and were seeded #1 in the postseason Middlesex League Tournament which they won beating Arlington in the championship game. The girl’s hockey team also finished 8-0-1 as Freedom League Champions and made the second round of the league tournament. Girl’s gymnastics finished their season 8-0 and were league champions. In the fall 2 season, girls track had 5 league all-star athletes and 5 league all-stars in the spring season as well.

Spring Season was highlighted by the wrestling team yes in the spring...making it to the MA State semifinals as Metro division 2 champions. The girls’ softball team rounded out the 2021 season finishing 11-2, the #2 seed in the ML12 tourney, and made it to round 2 of the state sectional tournament.

**BURLINGTON PUBLIC SCHOOLS SCIENCE CENTER**

*Wendy Pavlicek, Director & Sean Musselman, Burlington Science Center Specialist*

**Classrooms and Community:**

- In September, elementary Science in Burlington was shifted to being held remotely for a half hour in the master elementary schedule. Due to the new schedule, the Science Center continued to design bi-weekly lesson sequences by grade level spans (K-2 & 3-5) following the DESE instructional guidance for teachers and DESE grade level “Family Guides.”
- The Science Center continued to offer a weekly live stream programming called “Wild Wednesday’s.” These engaging science programs were held during Wednesday afternoons. Some examples were live animal programs with Ms. P and physical/earth science demonstrations with Mr. Musselman.
- Mr. Musselman continued with his new role as the K-5 Remote Academy Director through late June, supporting the remote leaning program and teachers for K-5 in the district. In September, Mr. Musselman returned to his role as the Science Center Specialist and took on an additional role of K-5 Social Studies Director. He will work on the revision and implementation of the new state standards for Social Studies.
- The K-8 Robotics programs in Burlington were put on hold due to the pandemic.
- The Science Center held a live stream chick hatching to support the kindergarten curriculum, as well as inviting other elementary classrooms to view.
- The Science Center held our annual “Name the Alligator Contest” for all second grade classrooms. The winner was Yohan Manikandan from Pine Glen School. He picked the name “Mutalai” which is the Tamil Indian name for alligator. Yohan had his photograph taken for the



front page of the Daily Times newspaper and received a framed award with a goody bag of science prizes.

- Burlington High School students gain a unique experience at the Burlington Science Center, including the handling and husbandry of 60 different animals. Students take our animal course in lieu of a study period and spend their time cleaning cages, feeding, watering and making sure the animals have enrichment and exercise. These students are a vital part of our animal program at the Science Center and we appreciate their hard work and dedication. Pictured here is Edgar Nzikoba with our Great Horned Owl named Edison.



- The K-5 students had the chance to participate in the “The City Nature Challenge” by Intaurlaist. This was a world-wide event for people to find and document plants and wildlife in their community. Students took photos on a smart device which geolocated where the photo of the plant or animal was observed and shared that data with the iNaturalist app. By sharing this data student received feedback from scientists, experts and iNaturalist artificial intelligence.
- The Science Center continued to run a pet sitting program to help care for the center’s live animal collection during school vacation weeks and the summer. Over 40 animals were placed with Burlington families. It is a great opportunity for families to test run caring for a pet or just spend time with one for a short visit.
- For our kindergarten unit called “Living Things & Their Environments,” students participated in a Science Center led nature walk to observe and collect different things in nature. Students sort the class collected items and are encouraged to talk about the decisions they made and come to a consensus of which pile it belongs to. After the student groups sort, they get back together as a class to share ideas about what makes them something living or nonliving.
- The Science Center gave away a vacation experiment to every student K-5 in Burlington. This year we presented the “Balancing Peace Bird!” We filmed an educational video introducing the bird to our students and engaging them in scientific questioning.
- In October the Science Center welcomed new staff member Sarah Fleischmann. She works helping to maintain and upgrade kits, manages the office, maintains the classroom fish tank program and helps with other Science Center tasks. She also assists with the live animal program and school field trips. She is a Burlington graduate and has worked on numerous science research projects, veterinary clinics and animal programming. She also works at the after school program at Francis Wyman.





## BURLINGTON HIGH SCHOOL WORLD LANGUAGE DEPARTMENT

*Renee B. Dacey, World Language Department Chair*

The World Language (WL) Department offers four languages: French, Italian, Latin, and Spanish. To graduate from Burlington High School, a student must complete two consecutive years of the same language. All languages have a complete sequence of study through the 5<sup>th</sup> year; although Spanish and French offer an Advanced Placement (AP) course in place of year five. Students enrolled in WL courses learn to work independently and collaboratively to investigate and communicate about topics relating to culture, history, and the language being taught. In addition, WL students develop skills that teach them how to compare and contrast cultural products, practices, and perspectives focusing on themes of personal and public identities, contemporary life, family and community relations, science and technology, beauty and aesthetics, and world challenges.

Last spring, the WL department recognized the achievement of 10 students from the Class of 2021 with the Seal of Biliteracy award. The Seal of Biliteracy program recognizes and rewards seniors for biliteracy that they demonstrate in speaking, writing, reading, and listening in English and a second language. Most notably, the languages represented by those students included Arabic, German, Hebrew, Japanese, Latin, and Spanish. The WL department continues to encourage all eligible students to participate in the Seal of Biliteracy program in order to recognize their bilingual abilities, which support their educational and professional careers in the future.

Due to the ongoing pandemic, the Italian and Spanish Exchange program were unable to proceed as scheduled for the past two years. The travel exchange programs foster a love of language, an appreciation of culture, and friendships that last a lifetime. Our goal is to continue to plan for the exchange programs to restart when there is a safe and healthy travel environment for our students and staff.

In addition to the exchange programs, BHS WL teachers present authentic language learning opportunities both inside and outside of the classroom. For example, during the first week in March the WL department celebrated the annual National Foreign Language Week. Throughout the week, students participated in the highly anticipated annual WL cake wars virtual event where they baked and decorated a cake that represented the language that they study (please see the pictures below!). Also, the French, Italian, Latin, and Spanish Clubs have been collaborating this fall to recognize opportunities to spread positivity and kindness. For example, in November WL students greeted BHS students before school with

signs of encouragement, positivity stickers, and treats as they entered school. In addition, the French Club painted positivity rocks and placed the decorated rocks along the walkway upon entering the main entrance of BHS.

Finally, this fall, Italian and Spanish classes celebrated Hispanic Heritage Month and Italian Heritage Month where they studied famous Latin Americans and Italians in the United States and their positive impacts on our community. This November, the Italian students visited Eataly's Marketplace and the field trip was sponsored by the Consulate General of Italy in Boston. At Eataly, Burlington's students visited various food stations guided by a food expert and gained a new understanding and appreciation of Italian culture and cuisine. As a department, we are extremely proud of our language students' achievements as they continue to grow as language learners and cultural ambassadors within the Burlington community.



*BHS Italian teachers, Ivana Gentile and Ilaria Hoerle, and students enjoyed a guided tour of Boston's Eataly Marketplace in November of 2021*



*BHS Spanish teachers, Danielle Ciccone, Renee Dacey, Daniela DeSousa, and Christina DiCroce along with Spanish Club students enjoy a Zumba dance event hosted by Spanish teacher, Stefanie Sweeney, to celebrate Hispanic Heritage Month in September of 2021*



*Pictures of the annual World Language Cake Wars event finalists from March of 2021*



**BURLINGTON HIGH SCHOOL COUNSELING DEPARTMENT**

*Joe Attubato, Director of Counseling Center*

For quite some time the Massachusetts Association of School Counselors Association (MASCA) and the American School Counselor Association (ASCA) have been advocating for a change in title nationwide to more accurately and holistically represent the role that our counselors have served for many years. This change in job title was recently implemented by DESE as well. Counselors are vastly more than college and career coaches. Traditionally, counselors set schedules, ensured graduation requirements were met and helped students to pursue post-secondary plans. Over time, these primary responsibilities remained, while encompassing a whole child/whole student approach to supporting our young people. Students speak with their counselors about their own health and wellness, their social lives and home lives, areas of challenge and growth, as well as their passions and strengths. They gain access to resources and enrichment opportunities, and connect with the community through service initiatives and extracurricular activities. When in crisis, their counselors meet with them, ensure their safety and get them connected to the appropriate level of care, be it the school nurse, a social worker, a mobile crisis unit, or even emergency services if necessary. Counselors spend more time collaborating with families to surround students with caring adults who are aligned in purpose and working as a team. For all of these reasons, licensure and professional language at the national and state levels have been changed from the outdated Guidance Counselor title to the more all-encompassing, School Counselor.

As anxiety and stress levels increase at Burlington High School and across the state and country the counseling department has added a new staff member now in her 3rd year. The Burlington Counseling Office is happy to have a *School Adjustment Counselor*, Jackie Rogers. This position has proven to be a valuable, and much needed, position here at BHS especially pre and post-pandemic. She has been able to connect with students that need help with a variety of issues related to social/emotional functioning. One new endeavor initiated by Ms. Rogers for 2021/2022 is the creation of Cognitive Behavioral Therapeutic small groups. These groups meet throughout the year with the goal of helping students to understand, deal with, and manage stress and anxiety in a productive way. This new intervention strategy has proven to be valuable to many BHS students this year.

Thanks to COVID funding, the BHS Counseling staff added a new “Recovery” Counselor position. This position is specifically designed to work with students and families that were impacted by COVID. Jillian Raso, a previous Burlington High School intern, has stepped into this role.

Christine Conceison, former BHS School Social Worker, now coordinates mental health in the district. She meets with counselors K-12 to ensure the social and emotional strategies in the district are consistent throughout.

The Counseling Department still hosts virtual events throughout the year for students and parents to ensure our mission is promoted. We host a Parent Breakfast Series and several parent student planning nights. Planning nights are also televised on BCAT. BCAT has dedicated a web-page specifically to post the BHS Counseling events. As usual the virtual breakfasts are geared toward specific grade level topics, others can be applicable across grade levels, such as “Dealing with Stress and Coping Strategies”, “the Course Selection Process,” an “Scholarship Program,” and presentations on the basics of Financial Aid.

The BHS Counseling staff met with new ninth graders in small groups as part of their transition to high school and look forward to meeting with them again during the spring semester. In early October, we held our annual Freshman Parent Breakfast virtually to give parents an overview of the grade nine transition.

To support seniors in their college application efforts, we held a virtual college application boot camp in August. This was a strategic effort to help seniors begin the application process early before the start of the school year. We also held small-group and individual college planning meetings with seniors. Senior College Planning Night in September and a Senior Parent Breakfast in October (all events are virtual). BHS hosted virtual visits from admissions reps from over 50 colleges and universities who met with seniors.

Below are post-secondary statistics for the Class of 2021

#### POST SECONDARY PLANS

	<u>2021</u>	<u>2020</u>	<u>2019</u>
4 Year colleges	78%	77%	77%
2 Year colleges	9%	12%	10%
Other schools	2%	1%	4%
Total Education	89%	91%	92%

#### 2021 Student Outcome Statistical Detail:

	# of Students
4 Yr College - 4 Yr College	181
4 Yr College - Public In-State	64
4 Yr College - Private In-State	49
4 Yr College - Public Out-of-state	37
4 Yr College - Private Out-of-state	27
4 Yr College - Unspecified	4
2 Yr College - 2 Yr College	22
2 Yr College - Public In-state	17
2 Yr College - Public Out-of-state	3
2 Yr College - Unspecified	2
Career Education	8
Military - Military	2
Employed - Employed	23
College Prep School - College Prep School	1
Year Off - Year Off	1

**TESTING STATISTICS –2021****BHS CEEB CODE: 220470****SAT I: Reasoning Test***Class of 2021 mean scores**(58% of class took an SAT)**\* Due to COVID, virtually all test centers in New England canceled Spring 2020 SAT administrations & severely limited Fall 2020 & Spring 2021 SAT administrations*

	<u>2021</u>	<u>2020</u>	<u>2019</u>
EBRW	551	577	568
Math	547	570	562

**SAT Score Distribution**

	<u>EBR</u>	<u>Math</u>
700-800	6%	9%
600-690	27%	16%
500-590	37%	46%
490-400	29%	27%
390-below	1%	3%

**AP Score Distribution***\* AP Tests are typically mandated for all AP students; however, due to COVID, for May 2020 & 2021, AP tests were optional*

	<u># Stud</u>	<u># Tests</u>	<u>5</u>	<u>4+</u>	<u>3+</u>	
2021	147	247	33%	22%	76%	
2020	244	470	17%	43%	82%	
2019	239	467	20%	48%	83%	

	<u>Scholars</u>	<u>Scholar With Honor</u>	<u>Scholarship With Distinction</u>
2021	23	14	6
2020	40	20	17
2019	23	16	25

**National Merit Scholarship**

<i>Class of 2022:</i>	2 Commended students
<i>Class of 2021:</i>	3 Commended students
<i>Class of 2020:</i>	6 Commended students



## BURLINGTON HIGH SCHOOL SPECIAL EDUCATION DEPARTMENT

*Bonnie Nichols, Special Education Department Chair*

The Special Education Department continues to be effective in identifying learning difficulties while offering in-depth individualized support and academic diversity for students with disabilities. Although this year has had its covid-related challenges, the department continues to work on maintaining specialized instruction and access to related services for all its students while also building capacity and expanding programming and offerings for students.

In the 2021/2022 school year, co-taught inclusive courses were maintained in the areas of English, Mathematics, History and Science for Freshman and Sophomore classes. In these courses, special education teachers provide direct and systematic support and service to students within the general education settings. To help Junior and Senior students transition to their post-secondary goals, academic support continues to support students in identifying learning strategies and to gaining skills to advocate for themselves and their needs. Bridge support continues to grow and to be an essential program to help support students who need assistance with emotional disabilities. Social Symbolism, a course for students who have been identified with weaknesses in social/pragmatic skills and difficulties with executive functioning, provides students the opportunity to develop such skills and to generalize these skills outside of their classroom. The Connections program provides individually designed instruction and specialized services to students within a substantially separate setting. The program supports inclusion within exploratory academics for individual success while providing opportunities for a focus on the development of functional academics, life skills, and social pragmatics. Although students are unable to meet the demands of a general education classroom and are typically working below grade level in academics and have functional life skill delays, they are exposed to the social aspects within the core content areas of preferred academics and when curriculum activities align. This is fostered and facilitated at the discretion of the Connections Program teacher. Additionally, students continued to receive related support services.

## BURLINGTON HIGH SCHOOL LIBRARY

*Callie Graham, Teacher Librarian*

By fostering a love of reading, providing essential books and resources, and developing critical 21st century skills, the ongoing goal of the library is to support BHS's mission statement. The library serves as a hub for student learning and collaboration. Classes across grade levels and disciplines regularly utilize the library and its resources for reading and research projects. Flex Block has also allowed students additional time to engage in sustained silent reading and receive 1:1 research support. Moreover, the library offers a variety of opportunities for patrons to become involved in a community of readers. This year's BHS Student Book Club has been examining student-selected contemporary young adult (YA) novels. The BHS Faculty Book Group has been exploring this year's essential question - "How do we build a culture of empathy?" - through discussion of fiction and non-fiction texts. Additionally, through monthly themes, the school's annual "Community Reading Challenge" has continued with its goals of promoting a love of reading and showcasing diverse voices. Finally, the library has been developing its Maker Studio to support student-driven project-based learning, including the incorporation of podcasting equipment. In the future, the library will continue enhancing its collection to best meet the diverse needs of its patrons.



*BHS students explore a variety of genres to better identify books of interest.*

*Photo by Callie Graham*

## BURLINGTON PUBLIC SCHOOLS PERFORMING ARTS DEPARTMENT

*John Middleton-Cox, Director of Performing Arts*

2021 has presented many challenges. We had to sing and play instruments with masks on, but at least we could be together again. This year we were able to refocus and rebuild our music ensembles and classes while focusing on our mission.

Our mission is to prepare students for a lifelong appreciation and understanding of the performing arts by offering a challenging and diverse music curriculum as guided by the state and national frameworks. Our students are expected to present quality performances, achieve music literacy, explore a diverse repertoire and form community connections. We provide students the opportunity to develop positive relationships and long lasting memories.

This year is our sixth year using the Music Learning Theory. All of the students in the town are learning to count rhythms and sing melodies and harmonies using the same language and practices. Their level of achievement continues to grow. Every year, more students are accepted into the All State, Senior and Junior District Music festivals. This is a testament to the music fluency and literacy.

Thanks to the Burlington Performing Arts Parent Association (BPAPA), and the local businesses who support the performing arts in Burlington. We look forward to renewed growth and future performances.



## **BURLINGTON PUBLIC SCHOOL NURSES**

*Barbara Conley, Nurse Leader*

The Burlington School Nurses continue to achieve their goals by bridging healthcare with education by giving the best evidence-based nursing care and support to their students, families, staff, and the Burlington community. The six Burlington schools and the preschool have enrollments totaling more than 3,600 students and a staff of over 1,000 people. The nurses managed more than 40,000 visits to their offices during the 2020-2021 school year. We monitor and follow the mandated immunizations and physicals requirements and implement annual hearing, vision, height, weight, and scoliosis screenings, Brief Intervention, and Referral to Treatment (SBIRT) screenings. We consult with other town departments such as the Board of Health, Police and Fire Departments, as necessary, and collaborate with all interdisciplinary school teams, our school physician, and School Committee to develop and follow policies and procedures that advocate for the best interests and safety of our entire school community. We truly believe that “A child must be healthy to learn and a child must learn to be healthy.” - Massachusetts Department of Public Health. Additionally, we collaborated with the Burlington Board of Health and the school physician by using the CDC, Massachusetts Department of Public Health, and the DESE COVID-19 guidelines to create and design school protocols, procedures, and educational supports that helped support our complete school community in creating a safe school environment during the COVID-19 Pandemic.

Our Burlington School Nurses hold current licenses as Registered Nurses, by the Commonwealth of Massachusetts, and are also licensed School Nurses, by the Department of Elementary and Secondary Education. We are grateful for the continued assistance provided by parents, the entire school system, community, and the Burlington School Committee.

## **MARSHALL SIMONDS MIDDLE SCHOOL**

*Cari Perchase, Principal*

Marshall Simonds Middle School is committed to supporting students' social, emotional, and academic needs in grades 6 through 8. Our school is structured using the tenets of the middle school philosophy, where interdisciplinary teams of teachers share responsibility for educating approximately 90 students. The dedicated faculty and staff seek to provide students with a safe and nurturing environment where students develop the skills necessary to prepare them for future success in college and career.

The 2020-2021 school year was held amid a global pandemic. The amount of resilience and perseverance the Marshall Simonds Middle School community showed during a time of great uncertainty was inspiring. Due to the fluidity of guidelines, recommendations, and regulations, Marshall Simonds Middle School experienced several schedules and procedural changes, which resulted in some disruptions to teaching and learning. In the second half of the school year, we shifted to a hybrid streaming schedule where teachers simultaneously taught in-person students and students at home. In April of 2021, the Department of Elementary and Secondary Education announced that schools could no longer offer a hybrid learning model and that students would need to be fully in-person or remote.

The start of the 2021-2022 school year was a momentous occasion. All students returned to in-person instruction. All students' last time in the building was March 12th, 2020. We prepared for a more typical academic year by returning to our pre-pandemic master schedule and program of studies; however, we adjusted to other aspects of our programming. We welcomed our grade 6 students and other students new

to Burlington with our 3rd annual Where Everyone Belongs orientation program. We added an orientation offering specifically for fully remote students returning to in-person learning and a Welcome Back Walk-Through for all students and families who needed to re-familiarize themselves with MSMS. We continued to implement a comprehensive advisory program to meet the needs of the whole child and to ensure that every child has a meaningful relationship with an adult and belongs to a community of peers. We also took time to get to know and assess our students' strengths and most significant areas of growth, so we could meet students where they were.

Marshall Simonds Middle School seeks to provide students with a relevant and rigorous curricular experience. Our curriculum addresses the Massachusetts Curriculum Frameworks, and our educators use a variety of instructional strategies to support all students to achieve at high levels. This year, we are continuing the process of more formally documenting our curriculum in the four core academic areas. We are continuing to implement the recently adopted new Science, Technology, and Engineering Curriculum Frameworks (2016) and History and Social Science Curriculum Frameworks (2018). The Social Studies Department continued to pilot curricular resources that were generously funded through a warrant article. Through a grant opportunity, our science teachers are immersed in a three-year pilot of OpenSciEd. Lastly, through the support of the Department of Elementary and Secondary Education's Digital Literacy Now Grant Initiative, we are continuing to replace our traditional Tech Ed curriculum with a Digital Literacy and Computer Science curriculum. In collaboration with the Burlington Public Schools Director of Special Education, we continued to make adjustments to the special education programming at the middle school, including the expansion of a program to support students with language-based learning disabilities to all three grades. We have also restructured our academic supports by adding subject-specific interventionists who push into classes to help students and work in small groups with students two or more years behind grade level.

After-school programs support social, emotional, and academic development, promote physical health, and provide students with a safe and supportive environment. Marshall Simonds Middle School was excited to bring back pre-pandemic after-school programming and add new programming to provide avenues for students to build stronger connections with the MSMS community. Our after school programming consists of a variety of offerings, including physical activities (Cross Country Team, Intramural Sports, Yoga), academic extension activities (National History Day, Math Olympiad, Coding Club, Girls Who Code), traditional social or service activities (Student Council, School Newspaper, Yearbook, Photography Club, Games Club), as well as music ensemble offerings.

Burlington Public Schools recently developed the Burlington Equity Statement. "Educational equity means that every child belongs and receives whatever support he/she/they need to develop his/her/their full academic, emotional, and social potential to learn and thrive every day. This begins with kindness and valuing the humanity of every child or individual." Marshall Simonds Middle School is focused on growth in the area of educational equity and cultural proficiency. Through professional development offerings, Marshall Simonds Middle School teachers explore their current personal, interpersonal, social, and structural meanings of race, ethnicity, and culture, the cycle of oppression, and the roles of power, oppression, and identity. Furthermore, they are discussing how these issues affect classrooms and school systems, their impact on the academic achievement gap, and how to develop and implement practical ideas to help narrow the gap. Marshall Simonds has also expanded offerings in affinity groups for students. The Spectrum club has been run for many years and was one of our only after-school offerings that ran remotely in the 2020-2021 school year. This fall, we were excited to offer the Asian Heritage Group. We are currently working with Raymond Porch, Director of Diversity, Equity, and Inclusion, to develop affinity spaces for Black and LatinX students. Finally, through a partnership with the Leading Equity Center, MSMS is excited to offer the Advocacy Room. The Advocacy Room empowers students to self-advocate to become social justice leaders at their schools.



We want to congratulate and thank Mrs. Pescatore, Mrs. Apruzzese, Mrs. Colella, and Mr. Camerlengo for their dedicated service to the Marshall Simonds Middle School community and wish them luck in their retirement or further endeavors. Due to a significant increase in special education students, our school psychologist, Marissa Bellio, was hired into a split role of Special Education Team Chair and School Psychologist. To fill the void created by Ms. Bellio's new role, we were lucky to hire Ms. Abby Linberg as a School Psychologist. In addition, we welcomed Mrs. Catherine Miliken as an interim Library Media Specialist, welcomed Ms. Samantha Marchese and Mrs. Sarah Nelson as interventionists, and Mrs. Fallon Woodbury as an Administrative Assistant in the Main Office. Ms. Malika Rodriguez, Mrs. Diane Barrucci, Mr. Steven Langenfeld, and Ms. Leah Carlin joined us as Instructional Assistants. Our English Learners Department was joined by Mrs. Nermeen Isaac, teacher, and Mrs. Lara Alvarez, tutor. MSMS also welcomed Moose, our therapy dog, into the school full-time this year. Moose loves coming to school just as much as all students and teachers who love seeing him here.

Marshall Simonds Middle School is grateful for the continued support of the Burlington Community. We are fortunate that the community holds education in such high regard, and we appreciate the ongoing support of the community members.

### **FRANCIS WYMAN ELEMENTARY SCHOOL**

*Nicole McDonald, Principal*

Once again the year 2021 will go down as one for the record books as all staff and students at Francis Wyman continued “pivoting” and adjusting frequently to a COVID pandemic that remained in the forefront of our educational experience for the entire year. Without hesitation, our teachers and staff mastered new skills and embraced current technologies that allowed us to support students whether they were learning remotely or in person. Interactive technology tools such as Seesaw, Discovery Ed, Nearpod and Google Classroom were digital tools that helped to keep students engaged whether they were learning in-person or remotely. These tools allowed for teachers to create engaging, interactive lessons supporting the hybrid model of instruction that we engaged in through April. At this time, the majority of our students returned to a full day in-person instructional model while our Remote Academy instructors finished their year with approximately 100 students that remained learning from home. It was a time of transition that required flexibility and creative thinking, handled admirably by a talented, veteran team of educators. This unusual school year culminated in a 5th grade graduation ceremony that was held outdoors and celebrated the resilience and stamina of our students who continued to thrive regardless of the challenges they faced throughout the school year.

The start of a new school year in September brought optimism and the anticipation of a more traditional school year. Although we continued to implement COVID mitigations such as wearing masks, remaining socially distant, and minimizing exposure in large group settings, our teachers and staff continue to provide creative opportunities for students to grow both academically, physically and socially. We here at Francis Wyman remain steadfast in our mission of connecting with all students and their families with the ultimate goal of helping them to thrive even during these challenging times.

We welcomed our diverse student body back to in-person learning in September with many new immigrant families joining our current roster of 525 students. To provide additional resources and support for families, Mrs. Kerry Lamprey provides Adult ESL classes for family members here in our Library/Learning Commons. In addition, we once again received a generous grant from Harvard Pilgrim, a community partner, which helps to fund new library books and media materials each year and we are grateful for their continued support.

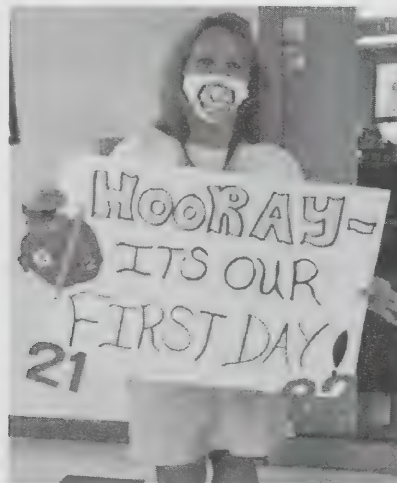


Although many of our student clubs and activities have been on hold due to COVID restrictions, we have successfully created a VOICES team consisting of 4th and 5th grade students with the support of many staff advisors. This group meets regularly and represents Voices of Inclusion, Community and Equity and allows our students to share their ideas and perspectives around making Francis Wyman a welcoming, inclusive, safe space for our entire school community. In addition, we continue to uphold our schoolwide SOAR traditions recognizing students' accomplishments and celebrating their successes with personal awards and schoolwide celebrations. All aspects of our school community continue to be supported by our generous PTO who have found creative virtual ways to fund ongoing staff and student programs. As always, we are grateful for this community support.

As a Francis Wyman family, we celebrated the retirement of our custodian Bob Marsh who dedicated 32 years of service to the Burlington Schools. With big shoes to fill, we welcomed Kevin Doherty as our new lead custodian and he is working hard to begin a new legacy here at Francis Wyman. In addition, Kathy Gillingham, our head cafeteria manager retired and was replaced by Laura Johnson, an experienced and dedicated cafeteria worker who is thrilled to be returning to the neighborhood school where she began. Last but definitely not least, Kim Cook, a beloved and dedicated Kindergarten teacher of 34 years retired at the end of the school year. Joining our talented team this year in a permanent position is Kelly Coluci-Freitas as a 1st grade teacher. We wish our retirees the best of luck as they continue their journeys and are excited to welcome our newest team members to our talented Francis Wyman school community.

With the ongoing enhancement of our technology resources, we hope to continue to expand our digital skill development by finding resources and engaging technological support that maximizes every students' ability to learn. In the year ahead, we look forward to reestablishing more typical instructional routines including our after school clubs and enrichment programs.

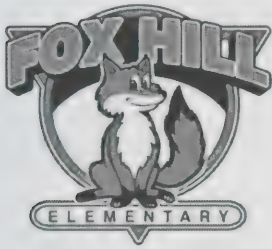
Overall, it has been an unforgettable, challenging and rewarding year that has reinforced our commitment to helping all students thrive regardless of the circumstances and has demonstrated the resilience and hopefulness of our Francis Wyman community.



*Principal, Nicole McDonald, celebrating the return of all students to Francis Wyman!*

## FOX HILL ELEMENTARY SCHOOL

*David Rosenblatt, Principal*



The 2021-2022 school year at Fox Hill has seen our community continue to navigate the COVID-19 pandemic while creating a sense of normalcy for our students. We excitedly welcomed back our students and staff who were members of the Burlington Remote Academy. Fox Hill School continues to trend upward in student enrollment for the 2021-2022 school year and we welcomed 488 students at the start of the year. Four classrooms serve kindergarten, grade 4, and grade 5 students; five classrooms serve grade 1, grade 2, and grade 3 students. We currently have a class size of approximately 18 students in every classroom. Fox Hill School continues to trend upward in student enrollment for the 2021-2022 school year and we welcomed 488 students at the start of the year. Four classrooms serve kindergarten, grade 4, and grade 5 students; five classrooms serve grade 1, grade 2, and grade 3 students. We currently have a class size of approximately 18 students in every classroom.

We welcomed back Burlington Remote Academy teachers:

- Mrs. Elizabeth DeCoste, Reading Specialist
- Ms. Donna Deyab, Special Education Teacher
- Mr. George Norman, Grade 4 Teacher
- Ms. Karen Saia, Grade 3 Teacher
- Mrs. Michelle Tigges, Grade 2 Teacher

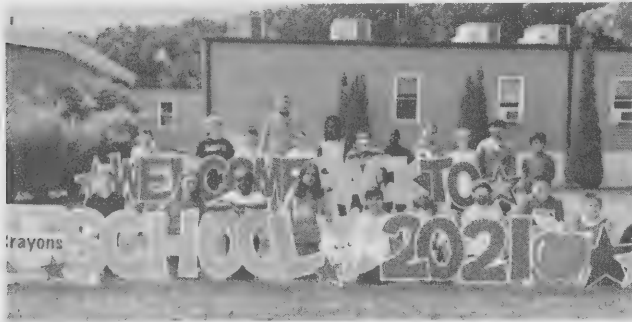
We welcomed new staff members to accommodate our growing student population:

- Miss Julia Demkowicz, Speech & Language Pathologist
- Miss Natalia Farias, Grade 3 Teacher
- Mrs. Karen Kim, ESL Teacher
- Miss Emily Miliano, Grade 2 Teacher
- Mrs. Kelly Nolte, Reading/Math Specialist
- Mrs. Katie O'Donnell, School Nurse
- Ms. Anne White, Grade 4 Teacher

At the end of the 2021 school year, Mrs. Adrienne Levesque retired as a Kindergarten teacher after almost 20 years of dedicated service to Burlington Public Schools.

This school year has seen a continuation of our focus on the social emotional growth of our students while maintaining high academic standards. Fox Hill teachers have done a tremendous job of creating a sense of community and belonging for our students. We have resumed our reading and math interventions to support the academic needs of all students. Through the generosity of the Town of Burlington, classrooms have been updated with new Epson projectors as part of Information Technology's refresh program. As we look towards the spring, we hope to reintroduce activities and traditions that students and staff members have greatly missed throughout the pandemic.

*Thank you to Fox Hill PTO for welcoming everyone back to school this year from Kindergarten to Grade 5.*



*First Day of School, August 30, 2021  
Mr. Lisano's Grade 5 Class*



*First Day of Kindergarten, September 9, 2021  
Mrs. Bennett's and Mrs. Surabian's Class*



*Whole School Rewards are special events for the Fox Hill community to celebrate our school values.*

*Pictured is our Rock, Paper, Scissors Tournament and Dance Party, November 2021.*





## PINE GLEN ELEMENTARY SCHOOL



*John Lyons, Principal*

All our staff and students bring to Pine Glen many gifts and talents. Our learning community celebrates our diversity too. Our entire staff is committed to every student, every day. We love our students and start each year with a high level of enthusiasm as we know we will see growth and transformation throughout the school year. The sense of joy I receive when a student shares with me a skill they have mastered or an accomplishment they have achieved is unmeasurable.

We have 273 students enrolled in the building for the 2020-2021 school year. In order to ensure safety our school's Open House was held virtually again this year like last year. We had to continue to make other changes to keep our school safe in accommodating students in the building with COVID-19. We are incredibly thankful to our nursing staff for the assistance and the sharing of their expertise - particularly surrounding COVID-19.

With all the safety precautions in place, Pine Glen Elementary School continued to be an engaging learning environment where students received instruction from incredible teachers using the most cutting-edge technology, research-based curriculum, and instructional practices. We have worked hard throughout the year to ensure students of all cultures feel welcome and are in a learning environment where they can not only make academic progress but social-emotional growth as well. At Pine Glen Elementary School, we continue to embrace our diversity, promote inclusion, and strive for equity.

We were pleased to welcome new staff members to our Pine Glen community this year. Joslyn Underhill, Erin Cahill, Deanna Torres, and Jennifer Plaisted joined us as special education instructional assistants. Emilie Manna started the year in a new role as a Special Needs Teacher. Maely Castro joined us as our new English as a Second Language Teacher. We wish to congratulate Ms. Mills and Ms. Granoff who both celebrated weddings this summer. Ms. Mills became Mrs. Coppola and Ms. Granoff became Mrs. Gilbert.

I continue to thank parents and guardians for their help in following our COVID mitigating factors. Parents and guardians have been and continue to be critical components of our team. I also want to thank students for singing the birthday song twice when washing their hands to ensure proper handwashing.

We are continuing to use our Positive Behavior Incentive System (PBIS) called Hoot. This system asks students to make WISE choices (Work to be APPROPRIATE, Important to be SAFE, Strive to be KIND, Everyone Matters!). There is a large research base showing that a PBIS approach like Hoot improves social, emotional, and academic outcomes for all students. Hoot, along with other sound educational practices, are utilized at Pine Glen to make learning a joyful experience.

We are continuing to use the Responsive Classroom curriculum to help with students' social and emotional growth. Research has shown a strong connection between social-emotional learning (SEL) and

academic success. Responsive Classroom is a key ingredient in helping students with peer interactions in order to grow not only socially, but academically too.

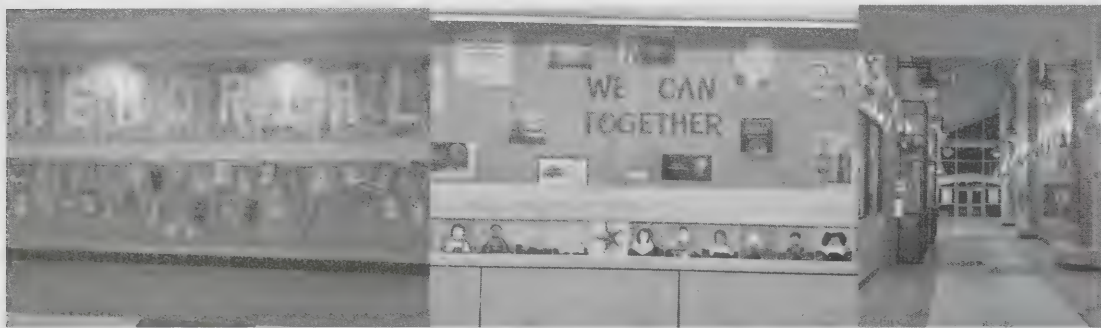
This year kindergarten moved to full-day. This involved our art, music, and physical education teachers providing instruction in kindergarten. I wish to commend the kindergarten teachers, kindergarten instructional assistants, specialists, special needs staff, our counselor and school librarian for their help.

Kindergarten last year and first grade this year adopted the Heggerty curriculum for phonemic awareness. This curriculum, along with our outstanding instruction, has resulted in students making outstanding gains in phonemic awareness and reading. We are extremely proud of our students!

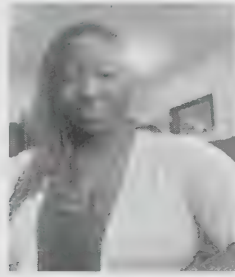
### MEMORIAL ELEMENTARY SCHOOL

*Tara Harris, Interim Principal*

Even with the pandemic and its related challenges our wonderful teachers continue to develop incredible relationships with all the students. I continue to take great satisfaction everyday seeing students having fun and learning being a joyful experience. We take great delight at Pine Glen instilling in our students a lifelong love of learning. I wish to thank all the parents on behalf of myself and the staff for the opportunity you entrust us with every day in providing instruction to your children! Thank you, as always, for your past and future support and partnership.



In late August 2021, Memorial Elementary School opened its doors to approximately 413 eager students. After many hours of planning to meet the COVID safety protocols, many students, teachers and families rejoiced at the opportunity to gather safely and be part of an in-person school community! To see so many happy and excited children enter school on the first day, brought unexpected tears to my eyes. To hear the excitement in the voice of a 1st grader as she told her teacher, “look she has skin like me!”, was all the confirmation I needed, to know that I made the right decision in coming to Burlington. Despite the struggle of ever changing covid protocols, adjusting to new leadership and relationships, we were able to jump start the year successfully. I would like to thank the Memorial School community for being an integral part of our success. Without the coordinated efforts of Dr. Conti, Mr. Larkin, Mr. Porch, Mrs. Lynn Sakey- Nurse and Mrs. Barbara Conley-Nurse Manager, the Burlington Police Department, the Burlington Board of Health and every teacher, parent and child who followed our guidelines, we would not be able to remain in-person this school year. I am eternally grateful for all of the support.



As I reflect on my 1st year as Principal here in Burlington one word comes to mind. Grace! During our very first staff meeting, I introduced “grace” as our word for the year. Extending grace to ourselves, our colleagues, our students and their families is what would carry us through the year. We are truly fortunate to be working in a community that values education and supports the common goal of raising well rounded children.

While unable to welcome guests into the school this year, our front office staff, Mrs. Bogosh, Mrs. Martin and Mrs. Sakey, have been communicating with families through email, phone and the Memorial Family monthly newsletter. As you know, school is different in many ways this year. Although we don’t have remote learning as an option, teachers are still dedicated to making sure that learning continues at home should a student need to isolate or quarantine. I am proud of the work our teaching staff is doing to meet the learning needs of our students.

Memorial School continues to shine with our robust Positive Behavioral Intervention and Supports (PBIS) system. Our PBIS system is built on the foundation of our core school values: Showing Kindness, Taking Safety Seriously, Acting Responsibly, and Respecting Self and Others. Within our PBIS system, students strive to earn STARbucks. When a staff member sees a student displaying one of our core values, they are encouraged to reward a student with a STARbuck, a small paper coupon which states the student name and the value the student displayed. Each week STARbucks are brought to the main office where a student from each grade level is selected as the STAR student of the week. STAR students are given a certificate, a STAR reward mystery package. In the spring, when we celebrate Teacher Appreciation Week, students get the opportunity to give staff members a Teacher Starbuck!





This year, we continued the “You Rock” staff appreciation award. A small bag with a beautiful Rock and a personal handwritten note of encouragement and appreciation is passed around amongst the staff. It is wonderful to see our whole community share in the responsibility our core school values.

As we approach the 100th day of school, I look forward to closing out the school year with the same enthusiasm as the beginning. This year has taught me that grace, perseverance, leading with courage and humility are the pillars to a strong foundation. I am grateful to have been able to serve the Memorial Community and the Town of Burlington.

### **BURLINGTON EARLY CHILDHOOD CENTER**

*Deborah Clark, Director*

The Burlington Early Childhood Center (BECC) is committed to providing a developmentally appropriate curriculum for every child. Our curriculum promotes our students’ cognitive, language, social-emotional, and fine and gross motor skills. Our students are provided with a range of enriching experiences to promote a lifelong love of learning to reach their full potential. We are committed to providing a safe, nurturing, and supportive environment for all students, families, and staff.

This year our staff have made extraordinary efforts in keeping our students safe while providing quality instruction. Staff worked diligently to implement COVID mitigation strategies without compromising their dedication to the social-emotional development of our youngest learners. There were many changes and updates to COVID guidelines throughout the year which our staff and families adapted to seamlessly. We are very thankful for all of the help and support of our BPS nursing staff, especially our BECC nurse Jessica Gearin as well as our custodial staff in helping with our mitigation efforts.

For the 2020-21 school year, we were not able to have as many students as typical in our classrooms at one time due to COVID mitigation guidelines. However, in the fall of 2021, we were happy to be able to return to having more students in our classrooms as well as returning to having morning and afternoon sessions. We continued to implement our various curricula: Opening the World of Learning (OWL), Handwriting without Tears, Zones of Regulation, and Social Thinking.

The BECC continued to transition students from Early Intervention to the Burlington Schools by completing special education eligibility evaluations. Andrea Hayes, our Team Chair facilitated over 60 transition planning conferences and eligibility meetings. Many of our students transitioning from Early Intervention had only received remote services for the past year, and our staff worked to ease their

transition to in person learning. We held our annual Pajama Drive in connection with The Woburn Council for Social Concern and collected 95 sets of pajamas to donate to this organization.

We are thankful for the support of all of our BECC staff and families as well as the district and town support to make this year and our program successful. We look forward to our continued work together.



*BECC students enjoying the snow*



*BECC students enjoying the playground*

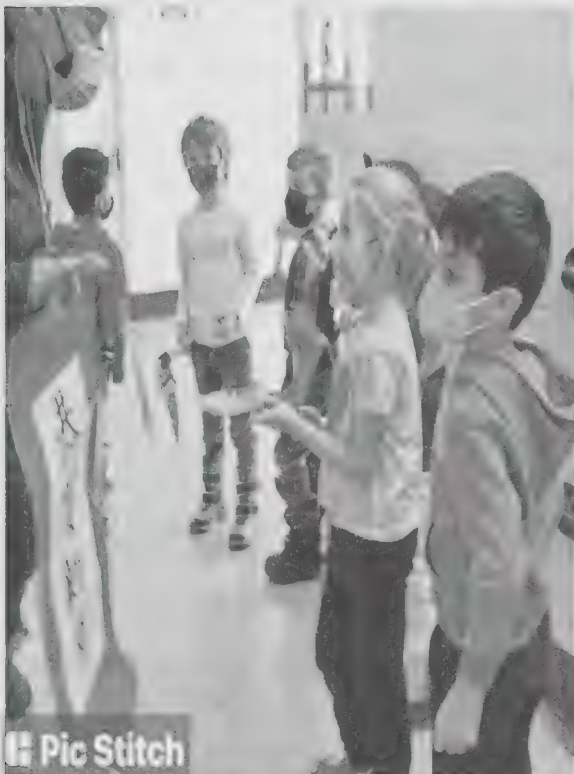
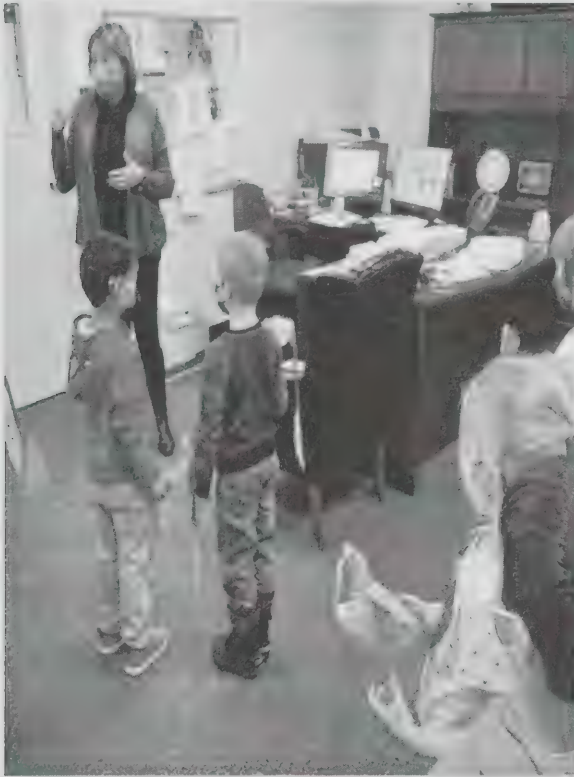


*BECC Annual Pajama Drive*



*BECC students made turkey hats for Thanksgiving*





2021 ANNUAL REPORT  
SHAWSHEEN VALLEY REGIONAL  
VOCATIONAL/TECHNICAL SCHOOL DISTRICT

The Shawsheen Valley Regional Vocational Technical School District (SVTHSD) is pleased to submit its 2021 Annual Report to the citizens of Bedford, Billerica, Burlington, Tewksbury, and Wilmington. Located on Cook Street in Billerica next to the towns of Burlington and Wilmington, the school celebrated its 51<sup>th</sup> anniversary this year, perpetuating the highest quality in vocational technical education to area youth and residents.

The representatives of the 10-member Regional School Committee that governs the District are: Nancy Asbedian and Brian O'Donnell from Bedford; Ronald Fusco, Vice Chair and Taryn Gillis, Treasurer from Billerica; Christine Kim and Kent Moffatt, Secretary, from Burlington; Patricia W. Meuse, Chair, and Cheryl Bartolone from Tewksbury; and Robert G. Peterson and Charles Fiore from Wilmington. Bradford Jackson began his tenure as Superintendent/Director of the District in July of 2020.

Shawsheen Valley Technical High School (SVTHS) is one of twenty-six (26) regional vocational technical school districts in Massachusetts. One thousand three hundred and eighteen (1,318) high school students were reported to the Department of Elementary and Secondary education (DESE) in SVTHS's high school foundation enrollment in October of 2021, and more than 400 adults participated in the school's various adult and continuing education courses.

The SVTHS faculty is an exceptional group of talented academic and vocational-technical educators who are highly qualified to teach in their respective disciplines and occupational areas. SVTHS employs one hundred forty-five (145) full-time teachers as well as thirteen (13) paraprofessionals. Of those full-time teachers, ten (10) are department chairs and eighteen (18) are lead teachers. All SVTHS teachers exhibit the character, health, personality, and professional competency worthy of serving the needs of District students.

### *Post-Secondary Preparedness & Student Achievements*

2021 was a challenging year for students and staff due to the issues associated with the COVID-19 pandemic. School schedules and routines were completely transformed to accommodate social distancing requirements and remote learning became an essential component of keeping students engaged with their

learning. We are proud of the incredible resilience, flexibility, and adaptability that all members of the Shawsheen community exhibited during this time, especially our students. In the face of the many changes and challenges that occurred this year, the achievements of our students feel more important and impressive than ever.

*Post-Secondary Plans of Graduates.* In June of 2021, SVTHS graduated 313 seniors. Fifty-four percent (54%) of the graduates planned to attend a two- or four-year college or other post-secondary schooling in the fall. Thirty-five percent (35%) of the graduates intended to continue working in their trade or another pathway, and four percent (4%) of graduating seniors planned to enlist in the military.

*Scholarships and Awards.* One hundred fifty-four (154) scholarships were distributed to seventy-six (76) students in the Class of 2021 totaling \$144,300. Twenty-three (23) members of the Class of 2021 were members of the National Honor Society (NHS) and the National Vocational Technical Honor Society.

*Cooperative Education Program.* At the conclusion of the 2021 school year, fifty-eight percent (58%) of eligible seniors participated in the district's Cooperative Education Program (Co-Op). Students were employed in positions related to their Chapter 74 vocational-technical programs by 154 local employers.

*Student Mental Health and Wellness.* At SVTHS we recognize the importance of supporting students' mental health needs. In 2019, we deepened our commitment to this belief by adding a School Adjustment Counselor position to our staff. In 2020, we further increased supports with the addition of a second School Psychologist position and a second School Nurse (RN) position. Since then, students' mental health needs have continued to increase due to the COVID-19 pandemic. In 2021, we added a second School Adjustment Counselor position and re-structured roles in the Guidance office to make an additional staff member available to provide services as a School Adjustment Counselor fifty-percent (50%) of the time.

*High School Completion.* The high school completion portion of the accountability report consists of three measures: the four-year cohort graduation rate; five-year graduation rate; and dropout rate. SVTHS continued to exhibit some of the highest graduation rates in the Commonwealth. The Department of Elementary and Secondary Education factors in 2020 as the most recent year for the four-year cohort graduation rate and 2019 as the most recent year for the five-year graduation rate as follows: four-year cohort graduation rate: 97.3%; five-year graduation rate: 98.7%

SVTHS continued to exhibit one of the lowest dropout rates in the Commonwealth. The Department of Elementary and Secondary Education factors in 2020 as the most recent year for the annual dropout rate as follows: annual dropout rate: 0.2%.

*Concurrent Enrollment.* SVTHS further expanded student access to concurrent enrollment courses at the start of the 2021-2022 school year with the addition of two additional courses: Calculus I for Science and Engineering; and Intro to Chemistry. This is in addition to three concurrent courses already offered:



English Composition I; Statistics; and American Government. Students enrolled in these courses are able to earn college credit from Middlesex Community College before they graduate from high school and those credits can be transferred to other institutions, depending on where students choose to enroll in post-secondary study.

*Adams Scholars.* The Department of Elementary and Secondary Education recognized the achievements of Shawsheen's senior class on the MCAS exams by naming eighty-five (85) recipients of the John and Abigail Adams Scholarship Award.

### Support Services

The SVTHS Support Services Department provides IEP services for students with disabilities for approximately 365 students comprising nearly twenty-seven percent (27%) of our student body. The most frequently occurring area of need is in the category of Specific Learning Disability, indicating that a history of academic difficulty existed prior to students' arrival at Shawsheen. Nevertheless, SVTHS has a strong graduation rate of students with disabilities with one hundred percent (100%) of seniors graduating in June 2021. This compares to a state average of approximately seventy-three percent (73%) for students with disabilities.

Since the fall of 2020, Shawsheen was approved to be a school-wide Title 1 school. All students, including students with disabilities, have the opportunity to receive targeted instruction and intervention in core subject areas.

This year, ninety-four percent (94%) of freshman students with disabilities passed their 9<sup>th</sup> grade classes. For upperclassmen in grades 11 and 12, thirty-two percent (32%) of students with disabilities completed advanced courses. All students with disabilities in the class of 2021 have met graduation competency in Math and English as outlined by the state. These results occurred due to a full team-effort on the part of Academic, Vocational/Technical, and Support Services staff to address the needs of our population of students with disabilities. Students who initially experience difficulty passing one or more of the MCAS exams eventually attain graduation status through the district's MCAS remediation programs and re-taking the examination.

Students with disabilities continue to have full access and participation in cooperative education, as well as all extra-curricular activities such as sports teams, SkillsUSA, and after school clubs. Parents of special education students at SVTHS are highly involved in the IEP Team process, with parent attendance at IEP team meetings approaching one-hundred percent (100%). Every effort is made to accommodate parent requests for IEP Team meeting dates to ensure their participation. Prior to the IEP Team meeting, parents provide input for current concerns regarding their student's educational progress. Responses are documented in the IEP and an IEP proposal is created at the team meeting allowing parents to fully participate in the IEP development and understand all the elements of the IEP.

## Educational Technology

The Educational Technology Department focuses on the operational and educational functions for the District. The ongoing Covid-19 pandemic created many challenges for Ed Tech. During the 2021 school year, the District transitioned to remote learning for academic weeks only, resulting in the Department mobilizing quickly to deliver instruction to students. To ensure a successful transition to on-line learning, the Ed Tech Department developed a new process to distribute and collect laptops, expanded on-line resources to support virtual learning and provided just-in-time professional development and remote technical support for students and staff.

Community outreach for current and prospective students and parents continued by providing virtual informational sessions using Microsoft Teams Live Event. These virtual events were recorded and posted to Shawsheen's website for easily accessibility. Teachers embraced digital learning and developed a deeper understanding of how digital tools can support all learners. A Digital Learning Professional Development committee was formed and recommendations for potential professional development were created to increase the teachers' proficiency levels for the 2022 school year.

## Community Engagement

*Adult Evening School.* The Adult Evening School offers a variety of vocational/technical courses for adults interested in expanding their knowledge and skills for the 21<sup>st</sup> century workplace. Programs include adult education enrichment programs, certificate-based and licensing trade programs, and workforce development initiatives; all are designed to help people develop or improve job training skills and enhance the quality of life for residents in our communities. Programs were scaled back severely in FY21 due to the pandemic, but most of the technical licensing courses remained available through virtual platforms like Zoom. Programming is offered during two semesters from September to June, and classes typically include classes in business and computer applications, culinary arts, practical home repair, photography, metal working, and more. Program catalogs are sent home to residents in Shawsheen's school district, which also serves as a marketing publication for the school. For registration materials or general information, interested residents should contact the Director of Community Services and Workforce Development.

*MassHire and Workforce Development Training.* Shawsheen Valley Technical High School continues to explore and expand its collaboration with our local workforce and career development agencies to support the statewide initiatives to fuel job growth and address employer demand for talent, and to continue to strengthen the Massachusetts economy. This past year, Shawsheen Tech held its third innovative Advanced Manufacturing Training Program in the field of welding, for unemployed and underemployed adults in the evening. This was a response to an emerging skill gap challenge identified in the district's regional labor market blueprint. Programs will continue to be developed this current school year, in accordance with federal and state funding initiatives to upskill the workforce that has changed due to the

pandemic. For registration materials or general information, interested residents should contact the Director of Community Services and Workforce Development.

*Billerica House of Correction.* Shawsheen Valley Technical High School continues to collaborate with the Middlesex Sheriff's Office (MSO) and the Billerica House of Correction (BHOC), through the Director of Community Services & Workforce Development. With the established Culinary Arts program, we are always looking to explore and expand our educational partnerships to incarcerated participants and returning citizens to assist in providing technical training and skill development. This program did not run in 2021 due to the pandemic.

*School of Practical Nursing.* The Shawsheen Valley School of Practical Nursing remained live during the school year 2020-2021. We graduated 15 students in June 2021. All fifteen completed the 540 live clinical hours required to graduate. Close to 900 graduates have entered the workforce as Licensed Practical Nurses since the program graduated its first class in 1995. All graduates of the class of 2020 have passed NCLEX-PN and are employed. Residents interested in applying should contact the Coordinator of the School of Practical Nursing or visit [www.shawsheenpracticalnursing.com](http://www.shawsheenpracticalnursing.com).

*Summer at Shawsheen.* SVTHS hosted its 6<sup>th</sup> annual "Summer at Shawsheen" program amid the obstacles imposed by the Covid-19 pandemic. This program provided students in our member towns with a variety of summer learning opportunities, sports-based clinics, STEM-based classes, vocational-technical courses, academic and test-prep classes, and enrichment courses for students entering grades 5-12. Individuals seeking summer program information should contact the Summer Programming Coordinator or the Director of Community Services and Workforce Development.

*Project Explore.* Due to the pandemic, Project Explore was not offered in 2021. The program is scheduled to run January-March 2022. Project Explore is a free, quality after-school program offered to 7<sup>th</sup> grade students who reside in the Shawsheen Valley Technical High School District. It provides a great opportunity for students to visit Shawsheen and explore 6 of the 20 different vocational-technical programs. Each sending town is assigned a three-week session of programming, and busing is provided from the middle schools to Shawsheen, and then to a few local stops at the conclusion of the program. Postcards have been mailed to each 7<sup>th</sup> grade in-district student, and middle schools have been given promotional material. Registration is online at [shawsheentech.org](http://shawsheentech.org). This is a pivotal recruitment opportunity for Shawsheen, while providing career exploration at an earlier age. For registration materials or general information, interested residents should contact the Director of Community Services and Workforce Development.



*Aquatics and Swim Program.* Our recently renovated Kenneth L. Buffum Pool was closed for most programs such as family swim, lap swim, water aerobics, and swim lessons for most of the year due to the global pandemic. The facility has been cleaned, disinfected, and is adhering to all state and local guidelines. As a result, our Summer and Fall swim lessons programs have returned and both sessions were completely sold out. This fall our Community Lap Swim has re-opened with hopes that Family Swim will resume after the New Year. Individuals seeking swim program information should contact the Aquatics Director at [jtildsley@shawtech.org](mailto:jtildsley@shawtech.org).

## Athletics

*Athletic Achievements.* Student athletes experienced impressive success during the COVID 19- influenced 2021 calendar year which included for the first time ever, four separate seasons: Winter, Fall 2, Spring and this past Fall season. League championships were held only for the Winter, Fall 2 and Spring seasons, which were won by Girls Basketball, Wrestling, Baseball and Tennis. This past Fall season, CAC League titles were won by Golf and Football Cheerleading. Football Cheerleading also won the State Vocational Championship. The success of the athletic program resulted in being awarded the Boston Globe's prestigious Walter Markham award; which is given to the vocational school with the highest combined winning percentage of all the Varsity Boys, Girls and Co-ed sports. Dozens of student athletes were honored with league All Star recognition.

The pinnacle of Shawsheen's athletic year was the ceremony dedicating our gymnasium in honor of our Hall of Fame Wrestling coach Mark S. "Dunnie" Donovan. The dedication is a tribute to the decades of leadership that impacted the lives of thousands of student-athletes.

## Vocational/Technical Programs

### Construction Cluster

School year 2021 for the four construction programs – Carpentry, Electricity, Masonry & Tile Setting and Plumbing – were very limited in sharing partnerships or creating arrangements for construction projects throughout the communities. The COVID-19 pandemic had an extremely negative impact and social distancing guidelines deprived our students of that valuable experience of doing relevant project-based community jobs. The Construction Cluster was able to complete the following in-house school projects that provided opportunities for collaboration and additional training and development not found in a classroom. A junior Masonry student won a gold medal at the SKillsUSA State competition.

- Patio Project Outside of Cafeteria – Masonry & Tile Setting
- Installation of Drinking Fountains with Bottle Filler – Plumbing
- Stadium Toilet Facility Project – Plumbing & Carpentry
- Stone Zoo's annual ZooLights Winter Wonderland project – Carpentry built a mini-display house in collaboration with Design & Visual Communications

## Manufacturing Cluster

*Electronics/Engineering Technology.* The freshmen draw was an incredible response to the rebranding of the program through the integration of the Chapter 74 Electronics and Engineering frameworks. The program's numbers exploded with final placement first choices of 21, second choices of 14 and third choices of 17. With the new instructional strategies, projects, and attention to detail, the program became one of the most competitive shops-of-choice. Currently there are 16 sophomores enrolled with a maximum capacity for 18. The equipment, instruments, tools, curriculum, and consumables received through the Massachusetts Skills Capital Grant will provide quality engineering education to students for years to come. Expansion will continue, seeking relevant and rigorous curriculum on topics such as automation, robotics, mechanics, and electronics to keep up with industry trends. Presently another grant is being written seeking additional funds through MSCG, requesting Industry 4.0 equipment. Many of the senior students are participating in the Cooperative Education program.

*Drafting.* Even during the COVID-19 pandemic, all seniors' students participated in the cooperative education program. These experiences were quite a testament to the students' ability to find work and add value to a variety of companies throughout our district. Companies ranged from Analog Devices to smaller design and build companies like Watson Brothers Architectural. The junior Drafting students worked collaboratively with the Metal Fabrication & Joining Technologies students and the Advanced Manufacturing Technology students to create and build a specially designed hockey sled for a young man with disabilities. This type of design and build project is an example of students collaborating with other programs while incorporating relevant project-based learning. This project also culminated with meeting the young man and his family at the local Ristuccia Ice Rink to try out the newly designed hockey sleds. In the yearly SkillsUSA competition, an Automated Manufacturing team collected a gold medal at the District's Skills competition and a silver medal at the State Skills competition. The team consisted of a Drafting student and two Advanced Manufacturing Technology students.

*Advanced Manufacturing Technology.* General Industry OSHA 10-Hour training and Manufacturing Advancement Center Workforce Innovation Collaborative (MACWIC) Level I certifications continue to be achieved by the upper classmen. Eighty-five percent (85%) of seniors are participating in the cooperative education program. Collaboration with other programs has expanded, benefiting students' learning in development of higher-level thinking, oral communication, and self-management. A portable coordinate measuring machine (CMM) has been approved for purchase. In the yearly SkillsUSA competition, an Automated Manufacturing team collected a gold medal at the Districts Skills competition and a silver medal at the State Skills competition. The team consisted of a Drafting student and two Advanced Manufacturing Technology students.

Transportation / Product Development Cluster

*Automotive Collision Repair and Refinishing.* The I-Car curriculum continues to provide invaluable instruction curriculum and materials that engage project-based activities that students embrace. Many of these activities meet the rapidly changing needs of the Auto-Collision industry. The program currently has one hundred percent (100%) of the seniors participating in the cooperative education program. Students continue to use online I-CAR training for industry recognized training and certificates, as well as SP2 for industry safety training. A strong partnership with Jack's Used Auto Parts has been beneficial, allowing students to disassemble vehicles of various makes and models.

*Automotive Technology.* Following safety guidelines and protocols the upperclassmen continued to work on faculty and customer vehicles to replicate real-world working conditions during the COVID-19 pandemic. All junior students obtained their OSHA 10-hour card as well as being prepared for the Environmental Protection Agency (EPA) 609 certification and ASE entry-level certifications. Teachers started the task of renewing the shop's Automotive Service Excellence (ASE) certification. During this challenging time of COVID-19, the program continued to attract a strong freshman enrollment. By offering a comprehensive curriculum of engine repair, chassis, electrical, brake systems, steering, and suspension we have prepared a high percentage of the seniors to participate in the cooperative education program at local dealerships and independent repair shops. In the SkillsUSA districts students won a gold and bronze medal in the Automotive Service Technology competition.

*Culinary Arts/Hospitality Management.* Fifty years and counting, the menus might have changed but the Culinary Arts program continues to serve its staff and the community with healthy nutritious meals and luscious dessert options. Due to COVID-19, the Rams' Dining Room was closed to the public, but the program adapted to the times creating a "curb-side pickup" option. This arrangement promoted community service and a true caring for our neighbors as well as restoring a fully operational kitchen environment for the students to refine or perfect their skills. One positive element of COVID-19 was the rise in job opportunities within the industry for the students. The participation in the cooperative education experience has never been higher.

*Metal Fabrication & Joining Technologies.* COVID-19 provided the opportunity for teachers and students to navigate the adversity of remote learning, utilizing online platforms of ToolingU, an online curriculum that partnered with Lincoln Electric in an effort to keep students engaged with state-of-the-art industry standards. To accommodate social distancing and maintain a safe environment, the workstations were altered and equipment was realigned. These modifications created surroundings that were conducive to allowing full exploratory cycles, in turn welcoming eighteen permanent freshmen to the program. With various raw materials students have designed and built numerous projects for the community and the district. Projects included structures and decorations for the Stone Zoo's annual ZooLights Winter



Wonderland, railings for the new cafeteria patio, and multiple repairs to several on-campus equipment and parts. The Program's new addition of an engine driven welder/generator will make future projects on campus much more relatable to real world applications. A Metal Fabrication senior took home a Gold Medal in the SkillsUSA districts conference for the Welding Sculpture competition.

*Heating, Ventilation, Air Conditioning & Refrigeration.* Additional commercial and residential projects have been added to the curriculum. Students built and installed a commercial water tower chiller that now allows multiple light commercial cooling systems to be installed and used for troubleshooting H<sub>2</sub>O and heating coil applications. Keeping up with industry innovations, several state-of-the-art mini-ductless splits, integrated controls, and the latest technology have been implemented into different project-based activities. Ninety-three percent of the senior class is participating in the cooperative education program. Workplace Safety Programs are still paramount as students continue to achieve their safety credentials that include EPA Section 608 Technician, Construction OSHA 10-hour, and Hot Work certifications.

### Arts, Communication and Technology Cluster

*Design and Visual Communications.* A high percentage of seniors continue their education at post-secondary institutions. Six students successfully completed a dual enrollment program at Montserrat College of Art earning three college credits. For the second year in a row a Design and Visual Communications student was the valedictorian, representing the class of 2021. The Design and Visual Communications Management & Entrepreneurship initiative continues to expand and offer self-employment opportunities to students who do not wish to go onto post-secondary art and design schools. This curriculum provides project-based activities for students to learn how to start their own trade-related business after graduation. Implementation of these lessons integrates a hybrid learning environment to support all students.

*Graphic Communications.* New equipment with the latest technology continues to be purchased to support the expansion of the program's curriculum and project-based activities. A Roland TrueVis SG2 printer/cutter and a Rollstoller flatbed applicator are the latest equipment to broaden students' skills sets as well helping beautify the school's environment with the final products. Students exhibited a strong showing in SkillsUSA where they received four silver medals and one bronze in the state competition, as well as a gold medal in Employment Application. Graphics was instrumental in designing, creating, and installing most of the COVID-19 safety printable signs and posters.

*Information Support Services and Networking / Programming and Web Development.* In keeping up with industry trends and recommendations from the Craft Advisory Board, the Program has updated and revised curriculum. Some of the development and growth of lessons included more programming in Java

and C+ (for game and program development) Microsoft's Power BI, and cloud-based networking. All of these tasks have been augmented in multiple project-based activities. At the SkillsUSA State competition, an ISSN student won the gold medal, allowing him to compete in the Nationals competition where he placed 9<sup>th</sup> in the country! Because of increased enrollments over the last four years, plans are in the development phase to expand the program's footprint. The update will include furniture and equipment to maintain the high standards that the students have come to expect and have also earned.

*Business Technology/Marketing.* The craft advisory board's feedback and current trends have reinforced the skills and technology being implemented within the program. Through project-based activities and the integration of instructional strategies, students can acquire certifications in Microsoft Office applications including Excel, PowerPoint, Word and Outlook. Advanced curriculum accreditations include Google Advertising, Microsoft Access, and Intuit QuickBooks Accounting. Seven students were invited to compete in the Microsoft Office Specialist U.S. National Championship – invitations are extended to students earning the top scores in Massachusetts. Our program has been experiencing much success with the GMetrix learning platform; students are able to learn, practice and certify in industry-recognized software, realizing success at a faster pace with higher score results. Ninety-two percent (92%) of the seniors are participating in the cooperative education program. As is always the case in the dynamic world of business, the program has been adapting and evolving with technology.

### Health Services

*Cosmetology.* By the spring of 2021, Governor Baker's office allowed customers to return to salons. While implementing COVID-19 safety guidelines and protocols, the Cosmetology program was able to go back to work on live clients, an essential component of the curriculum. Special considerations were permitted from the Massachusetts Board of Cosmetology and Barbering to allow students to accumulate hours toward their Cosmetology licensure. Thirteen seniors graduated with a Massachusetts Class I Cosmetology license by the end of the school year and five are successfully participating in the cooperative education program at local salons. Eleven of the fifteen junior students have completed their 1000-hour training and will begin in the fall prepping for the State Board Exam. Certifications continue to be acquired by the upperclassmen, one hundred percent (100%) have completed the Covid-19 Barbicide and Milady Infection Control certificates for the industry. Plans to enlarge the footprint, update equipment, and increase technology of the program are in progress.

*Dental Assisting.* The program had 13 of the 15 senior students working on co-op in dental offices in the local community. Four students competed in dental assisting at the SkillsUSA District competition which was held at Shawsheen Valley Technical High School. One earned the Gold Medal and one the Silver Medal at the State Competition. A senior went onto the National Competition, which was held at Shawsheen virtually, where she won the Silver Medal. Some of the students have successfully passed the

DANB National Certifications in RHS – Radiation Health and Safety and ICE – Infection Control exams. Many have become licensed as Dental Assistants, RDA Registered Dental Assistants for the State of Massachusetts, and are presently employed working as dental assistants.

*Medical Assisting.* The Medical Assisting Program is accredited by, and affiliated with, the AMT (American Medical Technologists). All senior students continue to gain valuable clinical experience through our Cooperative Education Program or externship at Lahey Hospital and Medical Center in Burlington. Through collaboration with our very active Craft Advisory Board and their recommendations, the program stays on top of state-of-the-art equipment and meets the needs of the current job market and potential employers. Currently, students are employed in medical offices such as Rheumatology and Internal Medicine, Pediatric Practices, as well as a Veterinary Clinic. The Program continues to expand its cooperative education employer list and its expansion to new clinical opportunities.

*Health Assisting.* The Health Assisting Program continues to offer bright prospects for students seeking rewarding careers, as ninety percent (90%) of the senior class participated in the cooperative education program. These students provided invaluable help during the pandemic working in rehabilitation, long term care centers and assisted living homes. One hundred percent (100%) of the junior class passed the Certified Nursing Assistant (CNA). Many of the students also medaled at the SkillsUSA state competition, where they were awarded a Silver medal for First Aid CPR, a Silver medal for Nurse Assisting, and a Bronze medal in the Health Know Bowl.

### Miscellaneous

*Capital Budget / Perkins V Grant.* The Carl D. Perkins Career and Technical Education Grant (Perkins IV) is critical to ensuring our programs meet the ever-changing needs of technologies and equipment. SVTHS was approved and received a total of \$97,160. This federal funding strengthened the following Career and Technical programs.



Health Assisting	Patient Simulator	\$10,217
Advanced Manufacturing Technology	Metal Cutting Bandsaw	\$14,882
Carpentry	Vertical Bandsaw	\$6,794
Electricity	Hydraulic Conduit Bender	\$16,701
Heating, Ventilation, Air Conditioning & Refrigeration	Mini Ductless Splits	\$7,174
Metal Fabrication & Joining Technologies	Portable Welder	\$5,051
Metal Fabrication & Joining Technologies	Power Notches	\$14,485
Masonry & Tile Setting	Trailer	\$7,356
Graphic Communications	Printer	\$14,500

SkillsUSA Massachusetts. SkillsUSA is a partnership with business and industry that provides opportunities for students to develop individually and improve teamwork, leadership and professional skills through education, training, service, and competition. With COVID-19 still being an ongoing global pandemic and the advent of the Delta variant, SVTHS decided to hold the State competition internally. On March 11, 2021, three different areas of the school were set up to accommodate one hundred and forty-five (145) students participating in the SkillsUSA District Conference. Sixty-four (64) qualified for the State competition and out of those students forty (40) medals were achieved. Of those, seven (7) gold medals were awarded, sending those students to the National SkillsUSA competition. For the first time ever the 2021 SkillsUSA National Conference competitors competed virtually, in their homes, local business, and at their schools from June 7 to June 22.

*Robotics Club.* Students engaged in virtual VEX Robotics Competitions, presented by the Robotics Education & Competition Foundation. Due to the pandemic, most VEX Robotics Competitions transitioned to fully remote competitions, where Shawsheen was able to participate in two events. Our related room was transformed into a setting where the students could compete and record the entire competition. The first competition was the Virtual “Change-Up” Skills Event featuring fully remote judging based out of New York, with teams from all over the world competing in this event. Our teams were extremely competitive and placed 10<sup>th</sup> and 11<sup>th</sup> overall. The next competition was the Southern New England Championship, where our teams placed 8<sup>th</sup> and 27<sup>th</sup> out of 37 teams. In addition to the club competitions, two of the club members participated in the SkillsUSA Mobile Robotics competition at the district, state, and national levels.

***e-sports:*** (a.k.a. electronic sports) eSports is a form of competition using video games which often takes the form of organized, multiplayer video game competitions, particularly between professional players, individually or as teams. SVTHS is in its fourth year of having Massachusetts-recognized varsity level eSports teams. The varsity program expanded to three games over two leagues and had over seventy-five (75) participants; the leagues are regional and state. Games played are: League of Legends (state and regional), Rocket League (regional) and Smash Ultimate (regional).

### Conclusion and Acknowledgement

The SVTHS Committee, staff and students gratefully appreciate the support that they receive from the residents of the five-member District. The SVTHS family especially acknowledges the continued financial support of the local town managers, finance committees, and town meetings, who collectively ensure and perpetuate the highest quality in vocational/technical training opportunities for area youth.

**The District is grateful for the significant contributions provided by SVTHS staff and employees and acknowledges the many contributions of the SVTHS staff who retired during 2021. Those retirees are: Joseph Barrett, Advanced Manufacturing Instructor; Margaret Costello, Culinary Instructor; Robert Galante, Information Support Services & Networking Instructor; Carol Geary, Comptroller; Richard Lavoie, Coop Coordinator; and Mary Jean Matarazzo, Business Technology Instructor.**

Finally, it is essential that we acknowledge and remember our colleague, Mark Donovan, long-time Assistant Dean and legendary Shawsheen Wrestling Coach, who passed away after a hard-fought battle with cancer in October 2021. Throughout his 30-plus years at Shawsheen, Mark touched the lives of thousands of students, serving as a role model for many who needed a strong male presence in their lives. Mark was a fierce supporter of those who he identified as needing someone in their corner. As a colleague, Mark was adored as someone who was always eager to help a friend in need, or who despite his tough exterior, always offered kind words of encouragement. Mark Donovan was the soul of Shawsheen. He was loved and respected by all who knew him. His loss has been, and will continue to be, felt deeply and personally by the adults and students at Shawsheen.

# 2021 ANNUAL REPORT

## ADDENDA

### Accountant and Comprehensive Annual Financial Report FY2021

- Elected Officials
- Appointed Boards and Committees
- Town Meeting Members
- January 2021 Town Meeting Minutes
- May 2021 Town Meeting Minutes
- September 2021 Town Meeting Minutes
- Town Election Results – Town Election April 10, 2021



**ACCOUNTANT AND  
COMPREHENSIVE ANNUAL FINANCIAL REPORT FY2021**

**DEPARTMENT STAFF**

John Danizio, Town Accountant

Whitney C. Haskell, Budget Director / Chief Procurement Officer

Karen Cole, Assistant Town Accountant

Mickey Maguire, Accounting Specialist (Retired July 2021)

Kim Pigott, Accounting Specialist (until 12/30/2021)

Kristin Fricke, Accounting Technician

Brian Lynch, Financial/Purchasing Analyst

**WEBSITE**

<https://www.burlington.org/546/Finance>

**PURPOSE**

The Town of Burlington's Accounting Office is responsible for all financial record keeping pertaining to the receipts and expenditures of the Town of Burlington. This includes preparing both periodic and annual financial statements, overseeing and participating in the posting of weekly warrants, and maintaining budgetary records. The Accounting Office assists Town officials in monitoring the Town's financial condition, notifies departments of expenditures and account balances on a monthly basis, and makes recommendations to improve the Town's financial health.

To ensure that all of its accounting entries to the financial records of the Town are made in accordance with generally accepted accounting principles, the Accounting Office employs Massachusetts General Law, the Town of Burlington by-laws, the Massachusetts Department of Revenue Uniform Municipal Accounting System, and the Governmental Accounting Standards Board regulations. These financial controls are a vital tool for safeguarding taxpayers' dollars.

The Town Accountant is required to examine the books and accounts of all officers and committees entrusted with the receipt, custody or expenditure of funds, and all original bills and vouchers that have been or may be paid from the Town Treasury.

As we strive to be a fiscally responsible community, the Town of Burlington has developed a goal of having its reserves comprised of stabilization funds, free cash, and excess levy capacity, equal to 10% of the operating budget expenditures. We will continue to do our best to reach this goal as we prepare the Town's annual budget. As it stands today, our reserve accounts are as follows:

- Stabilization Fund Balance: \$10,170,222
- Certified Free Cash: \$18,749,255
- Excess Levy Capacity: \$11,818,212

## 2021 HIGHLIGHTS

The Accounting Office is also responsible for the management of the annual audit. Again this year, for the sixth year in a row, we have prepared an Annual Comprehensive Financial Report (ACFR) which encompasses the traditional audit of our financial statements as of June 30, 2021, but also includes substantial supplementary financial information and schedules. This had been a long-term goal of the accounting department and we are very proud to *again* present this complex financial data in a report that our residents will find useful. The CAFR appears in its entirety immediately following this report, as well as the Reports on Federal Award Programs for the year ended June 30, 2021.

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# TOWN OF BURLINGTON, MASSACHUSETTS

## ANNUAL COMPREHENSIVE FINANCIAL REPORT



For the Year Ended June 30, 2021

**On the cover:**

*Improvements made to Town's September 11<sup>th</sup> memorial initially consisting of two beams from the Twin Towers, including stonework in the shape of the Pentagon and a strip of grass representing crash site of Flight 93*



*Fireworks concluding the return of the Celebrate Burlington event hosted by the Parks and Recreation Department.*

*Photo by Joseph Brown.*

# TOWN OF BURLINGTON, MASSACHUSETTS

## ANNUAL COMPREHENSIVE FINANCIAL REPORT

For the Year Ended June 30, 2021



Prepared by:

Accounting Department



# **TOWN OF BURLINGTON, MASSACHUSETTS**

## ***Annual Comprehensive Financial Report For the Year ended June 30, 2021***

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# *Introductory Section*

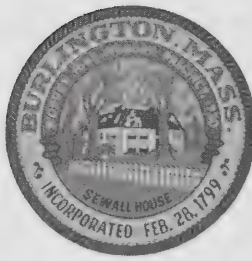


*From the grand opening of the newly constructed DPW and Parks and Recreation Facility.*

*Photo by Rachel Caplan.*



# ***Introductory Section***



# TOWN OF BURLINGTON

## *Select Board/Town Administrator's Office*

*Paul Sagarino, Jr., Town Administrator*

*Betty McDonough, Office Manager*

### **Letter of Transmittal**

December 21, 2021

To the Honorable Members of the Select Board and citizens of the Town of Burlington:

State law requires the Town of Burlington to publish at the close of each year a complete set of financial statements in conformity with accounting principles generally accepted in the United States of America (GAAP) that are audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants. Pursuant to that requirement, I hereby issue the Annual Comprehensive Financial Report (ACFR) of the Town of Burlington, Massachusetts, for the year ending June 30, 2021, for your review.

The ACFR is intended for use by elected and appointed Town officials, as well as any other party with an interest in the management, development, and progress of the Town, such as, financial institutions, credit rating agencies, bond analysts, and the residents and tax payers of the Town of Burlington. The report is designed to present complex financial data in a manner that is easy for the user to review and interpret.

This report consists of management's representations concerning the finances of the Town of Burlington. Consequently, management assumes full responsibility for the completeness and reliability of all of the information presented in this report. As management, we assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

Because the cost of internal controls should not outweigh their benefits, the Town of Burlington's comprehensive framework of internal controls has been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatement.

The Town of Burlington's financial statements have been audited by Powers & Sullivan, LLC, a firm of licensed certified public accountants. The goal of the independent audit was to provide reasonable assurance that the financial statements of the Town of Burlington for the year ended June 30, 2021, are free of material misstatement. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation. The independent auditor concluded, based upon the audit, that there was a reasonable basis for rendering an unmodified opinion that the Town of Burlington's financial statements for the year ended June 30, 2021, are fairly presented in conformity with GAAP. The independent auditors report is presented as the first component of the financial section of this report.

The independent audit of the financial statements of the Town of Burlington was part of a broader, federally mandated "Single Audit" designed to meet the special needs of federal grantor agencies. The standards

governing Single Audit engagements require the independent auditor to report not only on the fair presentation of the financial statements, but also on the audited government's internal controls and compliance with legal requirements, with special emphasis on internal controls and legal requirements involving the administration of federal awards. These reports are available in the Town of Burlington's separately issued Single Audit Report.

Generally accepted accounting principles (GAAP) requires that management provide a narrative introduction, overview, and analysis to accompany the basic financial statements in the form of an MD&A. This letter of transmittal is designed to complement, and should be read in conjunction with, the MD&A. The Town's MD&A can be found immediately following the independent auditor's report from Powers & Sullivan, LLC.

### ***Profile of the Town***

The Town of Burlington is located in Middlesex County, approximately 14 miles from Boston. It is bordered on the west by the Town of Bedford, on the north and northeast by the Town of Billerica and the Town of Wilmington, and on the south and southeast by the City of Woburn and the Town of Lexington. Established as a Town in 1799, Burlington occupies a land area of 11.88 square miles. According to the 2021 census conducted by the Burlington Town Clerk, Burlington is home to a population of approximately 26,186.

The Town is governed by a 126-member representative Town Meeting, and a five member Select Board assisted by a Town Administrator. Local school affairs are administered by a School Committee of five persons, elected for three years on a staggered basis. Local taxes are assessed by a Board of Assessors elected for staggered three-year terms.

The Town of Burlington provides general government services for the territory within its boundaries, including police and fire protection, collection and disposal of solid waste and recycling, public education for grades K-12, sewer services, street maintenance, public libraries, parks, and recreational facilities. The Shawsheen Valley Regional Technical-Vocational School District provides vocational technical education for the Town. The principal services provided by the Commonwealth of Massachusetts are: jails and houses of correction, registries of deeds, and probate.

The Burlington Housing Authority provides housing for eligible low-income families and handicapped persons. The Massachusetts Bay Transportation Authority provides rail and bus service to the Town and the Town has also piloted a subsidized ride-share program to offer more flexible services for users.

The Town of Burlington has its own wells and water treatment system and is currently a member of Massachusetts Water Resource Authority (MWRA) for sewer services only. To ensure a sustainable future, the Town has laid out a plan to join the MWRA for water services that will support additional growth and enhance the reliability of the water access for all our users. The connection to the MWRA is a significant investment of over \$25 million which will come to fruition in multi phases. Phase 1 was completed in December of 2020 and has been providing one million gallons per day. Phase 2A construction has been awarded and we estimate completion by May 2023. Phase 1 and 2A combined will provide 3.5 million gallons of water per day.

### ***Local Economy***

Upon its completion in 1954, Route 128 acted as a catalyst for commercial expansion in Burlington. Economic Development continues to be a priority for the Board and the Administration as we understand the direct correlation between a healthy, diverse and growing commercial sector and its impact on the Town's ability to engage in infrastructure upgrades, moderate increases in real estate taxes for our residents, and provide consistent delivery of services. Our tax structure in Burlington is very unique as it has one of the highest ratios of



commercial to residential property value in the State. In many communities, it is not uncommon to have a property tax valuation comprised at a ratio of 95% residential and 5% commercial. In Burlington, that ratio is 38% commercial to 62% residential. Further, the commercial tax levy comprises 62% of the total tax levy, while the residential contributes only 38%. This results in a property tax levy consisting of \$76.9 million in property taxes from commercial property owners as compared to \$46.9 million from residential homeowners.

Prior to the COVID-19 global pandemic, the Town of Burlington continued a trend of commercial development. Burlington had a very high occupancy rate and a strong appeal to businesses, particularly in regard to rental space for offices. With the amenities the Town provides, it is considered the premier alternative to downtown Boston and Cambridge and a prime commercial location for the entire State.

Burlington continues to make strides toward recovery. The community's local advantages, being close to Boston yet accessible to a talented workforce, has contributed to it being one of the region's most desirable places for businesses to consider. The Town's office market is stable and there is a significant interest from the life sciences industry. Lastly, the area's retail amenities continue to be an attractive component for employers.

Although the future of work and its new patterns have yet to take shape, Burlington's commercial office space remains in demand. This is due to existing long-term leases, new interest in suburb space options, as well as proactive rezoning initiatives led by the Town to allow properties to expand their tenant options with life science uses. Most traditional office work will likely reflect a hybrid model that encourages both office and work from home options, hence retaining office space remains important from many Burlington-based companies. Average rents for the Burlington office market are approximately \$29.89 per square foot and vacancy is at 9.6% compared to Boston overall at \$54.90 per square foot with a similar vacancy rate at 9.6% based on aggregated broker reports for the area. The demand is anticipated to grow as we look at historic and projected employment data; the Boston area is expected to recover the jobs lost during the COVID-19 recession by the end of 2022.

In addition, the life science industry and private investment continues its upward growth in the region. Burlington has supported this growth with zoning changes. In May 2021 Town Meeting approved five additional large-scale properties to be rezoned so that life sciences uses would be allowed by-right. This approach has proven successful for the Town, for instance in early 2020 a 60,000 square foot property was rezoned which led to the tenanting of Azzure, a new clean lab/manufacturing space. They secured Moderna as an anchor client, which is now working to develop pandemic treatments and vaccines. Following this success, the Town is currently working with Azzure to expand their footprint and look for additional space to replicate their business model. In 2021, Burlington also welcomed a new life science company from Connecticut, Butterfly Network, who will occupy 60,000 square feet at The District and bring approximately 250 jobs to the area to help advance new ultrasound technology. Companies such as these, not only grow our innovation cluster but they also support the our local retail and hospitality industries that continue to recover.

COVID-19 created unprecedented disruption in retail and hospitality; however, the first half of the 2021 has been strong. Given pent up demand, stimulus funds, and low inventories many retailers in Burlington report having sales in the first half of 2021 upwards of 2019 levels. In the Burlington market the leasing for space is strong yet the emphasis is less focused on apparel with more interest coming from new 'non-traditional retail' uses coming to the market. These are uses that may blend interactive sport or play elements or virtual reality elements with food service to create unique experiences for customers. And there is continued demand for diverse dining options. The Simon Company has nearly completed the mall renovation which was on hold during much of 2020. The new renovations are estimated to total nearly \$100 million. The Town is currently working with MassDevelopment as well as Mall Road stakeholders to develop a district plan for the area that would allow for mixed uses and a village-oriented regulatory framework that will enable the Burlington Mall and the surrounding area be relevant for the next 50 years.

## ***Long Term Financial Health***

Prior to March 2020, the Town of Burlington has performed admirably when it comes to financial stability. A major factor contributing to this performance has been the Town's consistent conservative methodology in managing its budgeting and tax levy. It was this conservative budgeting approach and careful financial planning that put us in the best possible position to weather this COVID-19 global pandemic and the financial crisis that comes along with it. As noted above, the commercial base that the Town enjoys has afforded it the opportunity to be fiscally conservative while maintaining a high level of service and without having to impose higher property taxes or onerous fees. Unlike many Massachusetts communities, layoffs or reductions in services have been avoided.

The Town continues to maintain a healthy position with financial reserves. The Town ended the year with an unused taxing capacity of \$12.5 million, a Stabilization fund balance of \$10.9 million, and an additional Other Post-Employment Benefits fund balance of \$12.7 million. Free Cash was certified at over \$18.7 million for June 30, 2021 and the Town's bond rating remains at the highest possible level at AAA by Standard & Poor's which is reflective of the Town's continued adherence to conservative financial policies, such as aggressively paying down debt and the "pay-as-you-go" capital plan policies. We take a lot of pride in this financial success, but also understand that we need to continue to be cognizant of maintaining a sustainable outlook in our forecasts so as to not jeopardize it. Over the years, the Town has developed financial and capital plans that guide decision making during the budget process. Per the Town's financial policies and best practices, the finance team regularly meets with the Select Board, School Committee and Ways and Means Committee to develop financial guidelines to provide direction for all boards, committees, officials and departments. Given the economic uncertainty created by the COVID-19 global pandemic this process will become even more complex over the next few fiscal years.

## ***Budgetary Controls***

The Town Accountant is responsible for preparing the budget and reviewing it with the various departments, boards and committees. This budget is then presented to the Town Administrator who, in turn, after review, presents the budget to the Select Board. The Select Board review all requests and Town-wide issues and present a budget to Town Meeting for approval. A fifteen-member Ways and Means Committee made up of citizen volunteers appointed by the Town Moderator reviews the budget and makes recommendations to Town Meeting. A separate Capital Committee made up of seven citizen volunteers appointed by the Town Moderator reviews capital expenditure plans.

The level of budgetary control is established by Town Meeting and this approval defines the level at which expenditures may not exceed appropriations. This level is typically at the individual department salary and expense level. The Town Accountant is responsible for ensuring all payroll and invoices are within the budgetary control level before authorizing payment. Additional appropriations may be approved at subsequent Town Meetings. During the year, the Ways and Means Committee, upon request of the Town Administrator, may approve a transfer from a reserve fund previously established by Town Meeting. These controls ensure compliance with the budget approved by Town Meeting.

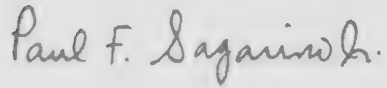
## ***Awards and Acknowledgements***

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the Town of Burlington for its Annual Comprehensive Finance Report (ACFR) for the fiscal year ended June 30, 2020. This was the 6th consecutive year that the government has achieved this prestigious award.

In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized annual comprehensive financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

We would like to express our appreciation to all the members of the departments who assisted and contributed to the preparation of this report. Credit must also be given to the Select Board and Audit Committee for their unfailing support for maintaining the highest standards of professionalism in the management of the Town, including its finances.

Respectfully submitted,

A handwritten signature in dark ink, reading "Paul F. Sagarino, Jr." in a cursive script.

Paul Sagarino, Jr.  
Town Administrator



# The Town of Burlington



# Principal Town Officials

## Elected Officials

## Term Expires

Select Board	Jim Tigges, Chair	2023
	Nicholas Priest, Vice Chair	2022
	Robert C. Hogan	2022
	Michael S. Runyan	2024
	Joseph E. Runyan	2024
Moderator	William Beyer	2022
Town Clerk	Amy E. Warfield	2026
Assessors	Paul Sheehan, Chair	2024
	Catherine O'Neil	2022
	Kevin Sheehan	2023
School Committee	Thomas Murphy, Jr, Chair	2022
	Katherine Bond, Vice Chair	2023
	Carl Foss	2023
	Christine Monaco	2022
	Martha A. Simon	2024

## Appointed Officials

Town Administrator	Paul Sagarino, Jr.
Assistant Town Administrator/ Town Accountant	John Danizio
Superintendent of Schools	Eric M. Conti
Assistant Superintendent of Schools	Patrick E. Larkin
Assessor	James Doherty
Treasurer/Collector	Gary Gianino



Government Finance Officers Association

Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting

Presented to

**Town of Burlington  
Massachusetts**

For its Comprehensive Annual  
Financial Report  
For the Fiscal Year Ended

June 30, 2020

*Christopher P. Morill*

Executive Director/CEO



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# *Financial Section*



*Looking out on the wetlands from the Vinebrook aquifer.*

*Photo by Rachel Caplan*

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# ***Financial Section***

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## Independent Auditor's Report

To the Honorable Select Board  
Town of Burlington, Massachusetts

## Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Burlington, Massachusetts, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

## Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

## Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Burlington, Massachusetts, as of June 30, 2021, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.



## Other Matters

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financials statement that collectively comprise the Town of Burlington, Massachusetts' basic financial statements. The introductory section, combining and individual fund statements, and statistical section are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual fund statements are the responsibility of management and were derived from and related directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statement themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on them.

## Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 21, 2021 on our consideration of the Town of Burlington, Massachusetts' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Burlington, Massachusetts' internal control over financial reporting and compliance.



December 21, 2021

## ***Management's Discussion and Analysis***

## ***Management's Discussion and Analysis***

As management of the Town of Burlington, we offer readers of these financial statements this narrative overview and analysis of the financial activities for the year ended June 30, 2021. We encourage readers to consider the information presented in this report in conjunction with additional information that we have furnished in our letter of transmittal.

The Governmental Accounting Standards Board (GASB) is the authoritative standard setting body that provides guidance on how to prepare financial statements in conformity with generally accepted accounting principles (GAAP). Users of these financial statements (such as investors and rating agencies) rely on the GASB to establish consistent reporting standards for all governments in the United States. This consistent application is the only way users (including citizens, the media, legislators and others) can assess the financial condition of one government compared to others.

Governments must adhere to GASB pronouncements in order to issue their financial statements in conformity with GAAP. The users of financial statements also rely on the independent auditor's opinion. If the Town of Burlington's financial statements have significant departures from GAAP the independent auditors may issue a qualified opinion or a disclaimer (where no opinion is given). These types of opinions may have an adverse effect on the Town's bond rating and our ability to borrow money at favorable interest rates. The Town of Burlington has enjoyed an unmodified opinion on its financial statements for many years.

### **Financial Highlights**

- The liabilities and deferred inflows of resources of the Town of Burlington exceeded its assets and deferred outflows of resources at the close of the most recent year by \$25.9 million (net position).
- The Town recognized their total net pension liability of \$133.4 million along with a deferred outflow and (inflow) of resources related to pension of \$11.0 million and (\$8.4 million), respectively, on the statement of net position.
- The Town recognized their total net other postemployment liability of \$103.1 million along with a deferred outflow and (inflow) of resources related to other postemployment of \$2.5 million and (\$4.7 million), respectively, on the statement of net position.
- At the close of the current year, the Town's general fund reported an ending fund balance of \$50.1 million, an increase of \$2.6 million in comparison with the prior year. Total fund balance represents 29.7% of total general fund expenditures. Approximately \$38.3 million of this total amount is available for appropriation at the government's discretion, \$3.5 million is committed for capital articles approved by Town Meeting and \$8.3 million is assigned for encumbrances carried forward to the subsequent year.
- The Town's total debt (short-term and long-term combined) was \$86.4 million at year end, a net increase of \$14.0 million during the current year. During the current year the Town issued \$20.9 million of general obligation bonds, of which \$5.7 million were refunding bonds. The Town refunded \$6.4 million of general obligation bonds and paid down \$3.7 million in principal payments.
- In 2021, the Town incurred approximately \$1.9 million of expenses related to the COVID-19 Pandemic (see Note 15).

### **Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to the Town of Burlington's basic financial statements. These basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. The government-wide financial statements provide both long-term and short-term information about the Town as a whole. The fund financial statements focus on the individual components of the Town government, reporting the Town's operations in more



detail than the government-wide statements. Both presentations (government-wide and fund) allow the user to address relevant questions, broaden the basis of comparison and enhance the Town's accountability. An additional part of the basic financial statements are the notes to the financial statements. This report also contains other required supplementary information in addition to the basic financial statements themselves.

**Government-wide financial statements.** The government-wide financial statements are designed to provide readers with a broad overview of finances in a manner similar to private sector business.

The statement of net position presents information on all of the Town's assets and deferred outflows of resources, liabilities and deferred inflows of resources, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future periods (i.e. uncollected taxes and earned but unused vacation leave).

The government-wide financial statements report functions that are primarily supported by taxes and intergovernmental revenues (governmental activities). The governmental activities include general government, public safety, education, public works, human services, water and sewer, culture and recreation, and interest.

**Fund financial statements.** A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

**Governmental funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund statements focus on near-term inflows of spendable resources, as well as on balances of spendable resources available at the end of the year. Such information is useful in assessing the Town of Burlington's near-term financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the year.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Town is reporting two major governmental funds that are presented separately in the governmental fund financial statements. The remaining non-major funds are combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds are provided in the form of combining statements elsewhere in this report.

In accordance with accounting standards, the Town reports fund balance components as nonspendable, restricted, committed, assigned and unassigned. Additionally, the Town's stabilization fund is reported within the general fund as unassigned. The Town of Burlington adopts an annual appropriated budget for its general fund.

A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with this budget. The budgetary comparison statement is presented as Required Supplementary Information after the notes to the financial statements.

**Proprietary funds.** The Town of Burlington maintains one proprietary fund.

Internal service funds are an accounting device used to accumulate and allocate costs internally among various functions. The Town uses internal service funds to account for health insurance activities and worker's compensation benefits. These services have been included within governmental activities in the government-wide financial statements.

**Fiduciary funds.** Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statement because the resources of those funds are not available to support the Town's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

**Notes to the basic financial statements.** The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

**Financial highlights.** The following pages provide financial highlights of the government-wide financial statements for 2021 in comparison to 2020.

### ***Government-wide Financial Analysis***

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Town of Burlington, government-wide liabilities and deferred inflows of resources exceeded assets and deferred outflows of resources by \$25.9 million at the close of 2021.

Net position of \$135.2 million reflects its investment in capital assets (e.g., land, buildings, infrastructure, machinery, vehicles and equipment), less any related debt used to acquire those assets that are still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in its capital assets is reported net of its related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the Town of Burlington's net position totaling \$8.4 million represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position resulted in a \$169.5 million deficit, due to the cumulative effect of recording \$133.4 million net pension liability and \$103.1 million of net OPEB liability through June 30, 2021.

Beginning net position has been revised to reflect the implementation of GASB 84, which required several activities previously recorded as agency funds to be reclassified to governmental funds and governmental activities. Accordingly, previously reported net position of \$26,213,493 has been restated to \$26,475,770 (see Note 16 for additional information).

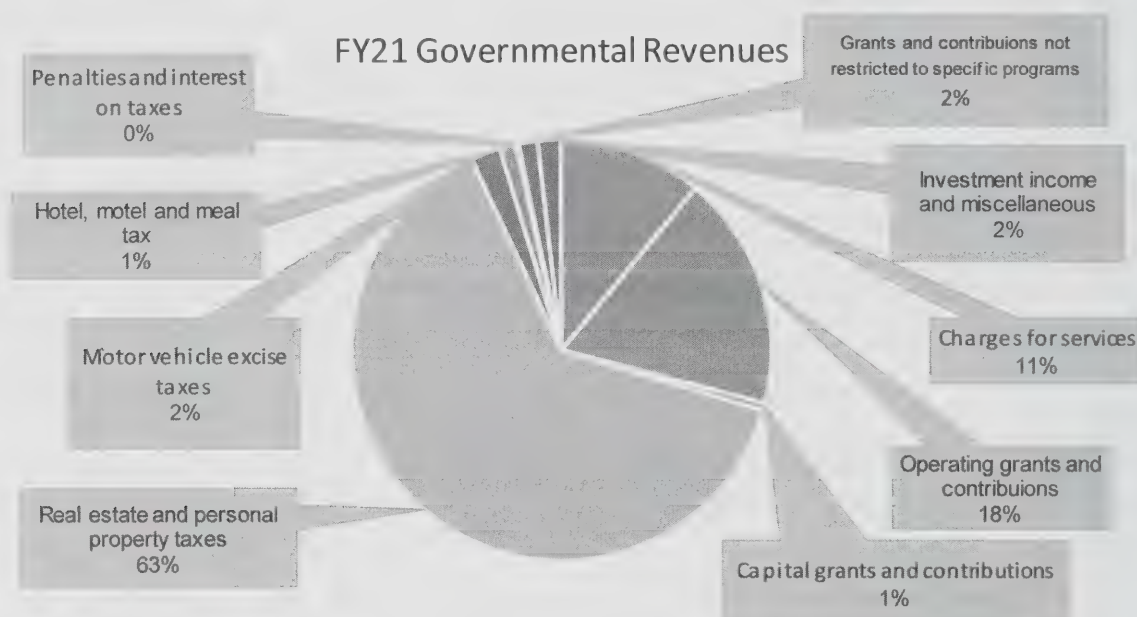
The financial analysis of the Town's governmental activities is presented on the following pages.

**Governmental Activities.** The governmental activities net position increased by approximately \$594,000 during the current year. The underlying reason for the change were increases in real estate and personal property tax collections, and operating grants and contributions, which were offset by the increases in OPEB and pension liabilities.

	June 30, 2021	June 30, 2020
<b>Assets:</b>		
Current assets.....	\$ 120,418,055	\$ 106,682,250
Capital assets, non depreciable.....	59,255,854	54,132,502
Capital assets, net of accumulated depreciation....	138,847,028	134,801,858
<b>Total assets.....</b>	<b>318,520,937</b>	<b>295,616,610</b>
<b>Deferred outflows of resources.....</b>	<b>13,539,638</b>	<b>20,364,558</b>
<b>Liabilities:</b>		
Current liabilities (excluding debt).....	17,485,062	19,211,996
Noncurrent liabilities (excluding debt).....	240,901,408	242,823,077
Current debt.....	10,881,279	8,729,067
Noncurrent debt.....	75,526,060	63,698,908
<b>Total liabilities.....</b>	<b>344,793,809</b>	<b>334,463,048</b>
<b>Deferred inflows of resources.....</b>	<b>13,148,817</b>	<b>7,993,890</b>
<b>Net position:</b>		
Net investment in capital assets.....	135,182,510	135,472,043
Restricted.....	8,397,203	4,947,682
Unrestricted.....	(169,461,764)	(166,895,495)
<b>Total net position.....</b>	<b>\$ (25,882,051)</b>	<b>\$ (26,475,770)</b>
<b>Program Revenues:</b>		
Charges for services.....	\$ 21,265,426	\$ 19,401,992
Operating grants and contributions.....	34,736,355	26,382,869
Capital grants and contributions.....	1,098,537	1,236,984
<b>General Revenues:</b>		
Real estate and personal property taxes, net of tax refunds payable.....	122,476,257	116,718,062
Tax and other liens.....	308,716	144,224
Motor vehicle and other excise taxes.....	4,413,125	4,405,948
Hotel/motel tax.....	2,438,799	4,650,523
Penalties and interest on taxes.....	369,596	275,962
Payments in lieu of taxes.....	521,081	521,079
Grants and contributions not restricted to specific programs.....	2,830,157	2,838,807
Unrestricted investment income.....	2,418,605	1,983,128
Miscellaneous.....	173,684	240,832
<b>Total revenues.....</b>	<b>193,050,338</b>	<b>178,800,410</b>
<b>Expenses:</b>		
General government.....	10,853,670	10,754,993
Public safety.....	35,156,146	33,237,795
Education.....	107,763,007	100,927,823
Public works.....	15,594,023	15,776,273
Human services.....	2,996,114	3,347,591
Water and sewer.....	11,417,408	10,364,167
Culture and recreation.....	6,495,983	7,256,799
Interest.....	2,180,268	2,173,810
<b>Total expenses.....</b>	<b>192,456,619</b>	<b>183,839,251</b>
<b>Change in net position.....</b>	<b>593,719</b>	<b>(5,038,841)</b>
<b>Net position, beginning of year, (as revised).....</b>	<b>(26,475,770)</b>	<b>(21,436,929)</b>
<b>Net position, end of year.....</b>	<b>\$ (25,882,051)</b>	<b>\$ (26,475,770)</b>



- Charges for services represent about 11.0% of governmental activities resources. The Town can exercise more control over this category of revenue than any other. Fees charged for services rendered that are set by the Select Board are included in this category. Most of these resources apply to water and sewer operations.
- Operating grants and contributions account for 18.0% of the governmental activities resources. Most of these resources apply to education operations.
- Capital grants and contributions account for 1.0% of the governmental activities resources. Most of these resources apply to roadway improvements.



- Property taxes are by far the most significant revenue source for the Town's governmental activities. They comprise 63.4% of all resources. Real estate and personal property tax collections increased 4.9% from the prior year. In Massachusetts, proposition 2 ½ allows municipalities to increase tax levies up to 2 ½ percent of the prior levy limit adjusted for new construction and certain approved debt service. Other taxes and other revenues comprised a total of 7.0% of the governmental activities resources. These primarily include excise taxes, hotel motel and meals tax, penalties and interest on taxes, and investment earnings.
- Education is by far the largest governmental activity of the Town with 56% of total governmental expenses. Program revenues of \$32.2 million provided direct support to education and \$75.6 million in taxes and other general revenue were needed to cover the remaining 2021 operating expenses.
- Public safety and public works are the second and third largest activities of the Town. Approximately \$29.5 million and \$12.4 million, respectively, of taxes and other revenue were needed to cover their 2021 operating expenses.

## Financial Analysis of the Government's Funds

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance related legal requirements.

**Governmental funds.** The focus of governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the year.

At the end of the current year, the Town's governmental funds reported combined ending fund balances of \$82.6 million, an increase of \$11.9 million from the prior year. This increase is due to a \$2.6 million increase in the general fund, \$4.2 million increase in the public works capital project fund due to the timing of construction projects and bond issuances, and an increase in the nonmajor funds of \$5.0 million from timing differences between the receipt of federal and state revenue and expenditures of grant funds.

The general fund is the chief operating fund of the Town of Burlington. The general fund balance increased by \$2.6 million during the current year. This increase is due to stronger than expected collections in practically all revenue categories. Another contributing factor was, with the exception of snow and ice, budgetary turn backs of appropriations by departments.

The Town also maintains a stabilization fund, which has been classified within the unassigned general fund balance in the governmental funds financial statements to remain compliant with GASB 54. The stabilization fund has a year-end balance of \$10.9 million which represents 6.7% of general fund expenditures. The funds can be used for general or capital purposes upon Town Meeting approval.

The public works capital projects fund is used to account for financial resources for the construction, reconstruction, and improvements to roadways, streets, sidewalks, drainage, and other infrastructure. The fund spent \$13.2 million on construction projects, mainly for the new DPW facility. The fund also reported a transfer in of \$700,000 from the general fund, recorded bond proceeds of \$15.1 million, and recorded bond premiums of \$734,000. At the end of the current year, the fund had a fund balance surplus of \$18.4 million. These projects are being funded by a combination of bonds, local revenues and grants.

At the end of the current year, unassigned fund balance of the general fund totaled \$38.3 million, while total fund balance totaled \$50.1 million. The \$3.5 million of committed fund balance represents amounts that have been appropriated for specific purposes. The \$8.3 million of assigned fund balance represents amounts that have been encumbered at year-end to meet contractual obligations at year end. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents 22.7% of total general fund expenditures, while total fund balance represents 29.7% of that same amount.

## General Fund Budgetary Highlights

The original 2021 budget consisted of approximately \$162.0 million in appropriations and other amounts to be raised. The final general fund appropriation budget totaled \$161.6 million, which included \$10.1 million in encumbrances and articles that were carried over from the prior year. The final budget decreased slightly by \$452,000 from the original approved budget which was primarily due to a decrease of \$926,000 in employee benefits which was offset by slight increases in various functions.

General fund revenues came in over budget by \$2.0 million. The majority of this surplus, \$994,000 (50%), was generated from real estate and personal property tax, \$466,000 (24%) was generated from motor vehicle and other excise tax, and \$441,000 (22%) was generated from licenses and permit revenue.

General fund expenditures and encumbrances were lower than final budget by \$3.9 million (2.7%), with the majority of the variance occurring in the employee benefits and the education funds which turned back \$1.1 million and \$1.9 million, respectively.

### **Capital Asset and Debt Administration**

Major capital additions during the period included building improvements, purchase of vehicles and equipment, water and sewer projects, and various infrastructure improvements.

In conjunction with the annual operating budget the Town annually prepares a capital budget for the upcoming year and a five year Capital Improvement Plan (CIP) that is used as a guide for future capital expenditures.

The Town has an "AAA" bond rating from Standard and Poor's Ratings Services. The Town continues to maintain strong market access for both note and bond sales. During the current year the Town issued \$20.9 million in bonds, of which \$5.7 million were general obligation refunding bonds. The Town refunded \$6.4 million of general obligation bonds and paid down \$3.7 million in principal payments. At the end of the year the Town had total bonded debt outstanding of \$75.4 million of which \$30.0 million is related to the new DPW facility, \$10.9 million is related to school projects, \$2.8 million is related to the water treatment facility, \$2.0 million is related to road construction, \$3.4 million is related to water and sewer construction, \$8.1 million is related to the fire station remodeling, and the balance of \$18.2 million is related to other capital projects. The entire amount is classified as general obligation debt and is backed by the full faith and credit of the Town.

Please refer to notes 4, 7, and 8 to the financial statements for further discussion of the major capital and debt activity.

### **Requests for Information**

This financial report is designed to provide a general overview of the Town of Burlington's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Town Accountant, 29 Center Street, Burlington, MA 01803.



## ***Basic Financial Statements***

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## STATEMENT OF NET POSITION

JUNE 30, 2021

	Governmental Activities
<b>ASSETS</b>	
<b>CURRENT</b>	
Cash and cash equivalents	\$ 93,584,684
Investments	19,060,594
Receivables, net of allowance for uncollectibles:	
Real estate and personal property taxes	736,992
Tax liens	1,583,700
Motor vehicle and other excise taxes	259,549
Water and Sewer fees	3,236,031
Departmental and other	672,005
Intergovernmental	1,192,658
Tax foreclosures	91,842
Total current assets	120,418,055
<b>NONCURRENT</b>	
Capital assets, nondepreciable	59,255,854
Capital assets, net of accumulated depreciation	138,847,028
Total noncurrent assets	198,102,882
<b>TOTAL ASSETS</b>	<b>318,520,937</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred outflows related to pensions	11,023,976
Deferred outflows related to other postemployment benefits	2,515,662
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<b>13,539,638</b>
<b>LIABILITIES</b>	
<b>CURRENT</b>	
Warrants payable	1,617,173
Accrued payroll	5,063,099
Health claims payable	1,319,091
Tax refunds payable	2,321,000
Accrued interest	1,220,357
Other liabilities	1,523,957
Capital lease obligations	359,385
Compensated absences	3,364,000
Workers' compensation	697,000
Notes payable	6,500,000
Bonds payable	4,381,279
Total current liabilities	28,366,341
<b>NONCURRENT</b>	
Capital lease obligations	1,136,312
Compensated absences	3,261,000
Net pension liability	133,422,263
Net OPEB liability	103,081,833
Bonds payable	75,526,060
Total noncurrent liabilities	316,427,468
<b>TOTAL LIABILITIES</b>	<b>344,793,809</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Taxes paid in advance	15,679
Deferred inflows related to pensions	8,389,454
Deferred inflows related to other postemployment benefits	4,743,684
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<b>13,148,817</b>
<b>NET POSITION</b>	
Net investment in capital assets	135,182,510
Restricted for:	
Permanent funds:	
Expendable	445,102
Nonexpendable	713,871
Gifts and grants	7,238,230
Unrestricted	(169,461,764)
<b>TOTAL NET POSITION</b>	<b>\$ (25,882,051)</b>

See notes to basic financial statements



# STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2021

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Primary Government:					
Governmental Activities:					
General government.....	\$ 10,853,670	\$ 2,242,459	\$ 3,187,924	\$ -	\$ (5,423,287)
Public safety.....	35,156,146	5,410,207	232,323	-	(29,513,616)
Education.....	107,763,007	2,431,241	29,722,035	-	(75,609,731)
Public works.....	15,594,023	708,910	1,345,691	1,098,537	(12,440,885)
Human services.....	2,996,114	298,205	203,361	-	(2,494,548)
Water and sewer.....	11,417,408	9,652,325	-	-	(1,765,083)
Culture and recreation.....	6,495,983	522,079	45,021	-	(5,928,883)
Interest.....	2,180,268	-	-	-	(2,180,268)
Total Primary Government.....	\$ 192,456,619	\$ 21,265,426	\$ 34,736,355	\$ 1,098,537	\$ (135,356,301)

See notes to basic financial statements.

(Continued)

# STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2021

	Primary Government
	Governmental Activities
<b>Changes in net position:</b>	
Net (expense) revenue from previous page.....	\$ <b><u>(135,356,301)</u></b>
<i>General revenues:</i>	
Real estate and personal property taxes, net of tax refunds payable.....	122,476,257
Tax and other liens.....	308,716
Motor vehicle and other excise taxes.....	4,413,125
Hotel/motel tax.....	2,438,799
Penalties and interest on taxes.....	369,596
Payments in lieu of taxes.....	521,081
Grants and contributions not restricted to specific programs.....	2,830,157
Unrestricted investment income.....	2,418,605
Miscellaneous.....	<u>173,684</u>
Total general revenues.....	<u>135,950,020</u>
Change in net position.....	593,719
<i>Net position:</i>	
Beginning of year, (as revised).....	<u>(26,475,770)</u>
End of year.....	\$ <b><u>(25,882,051)</u></b>
See notes to basic financial statements.	(Concluded)

**GOVERNMENTAL FUNDS  
BALANCE SHEET**

JUNE 30, 2021

	General	Public Works Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>ASSETS</b>				
Cash and cash equivalents.....	\$ 46,397,766	\$ 25,786,420	\$ 14,387,096	\$ 86,571,282
Investments.....	11,245,322	-	841,108	12,086,430
Receivables, net of uncollectibles:				
Real estate and personal property taxes.....	736,992	-	-	736,992
Tax liens.....	1,583,700	-	-	1,583,700
Motor vehicle and other excise taxes.....	259,549	-	-	259,549
Water and sewer fees.....	3,236,031	-	-	3,236,031
Departmental and other.....	307,922	-	238,684	546,606
Intergovernmental.....	-	-	1,192,658	1,192,658
Tax foreclosures.....	91,842	-	-	91,842
<b>TOTAL ASSETS.....</b>	<b>\$ 63,859,124</b>	<b>\$ 25,786,420</b>	<b>\$ 16,659,546</b>	<b>\$ 106,305,090</b>
<b>LIABILITIES</b>				
Warrants payable.....	\$ 463,960	\$ 885,683	\$ 266,304	\$ 1,615,947
Accrued payroll.....	5,030,254	-	32,845	5,063,099
Tax refunds payable.....	2,321,000	-	-	2,321,000
Other liabilities.....	287,989	-	913,825	1,201,814
Notes payable.....	-	6,500,000	-	6,500,000
<b>TOTAL LIABILITIES.....</b>	<b>8,103,203</b>	<b>7,385,683</b>	<b>1,212,974</b>	<b>16,701,860</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Taxes paid in advance.....	15,679	-	-	15,679
Unavailable revenue.....	5,605,122	-	1,431,341	7,036,463
<b>TOTAL DEFERRED INFLOWS OF RESOURCES.....</b>	<b>5,620,801</b>	<b>-</b>	<b>1,431,341</b>	<b>7,052,142</b>
<b>FUND BALANCES</b>				
Nonspendable.....	-	-	713,871	713,871
Restricted.....	-	18,400,737	13,301,360	31,702,097
Committed.....	3,540,137	-	-	3,540,137
Assigned.....	8,277,182	-	-	8,277,182
Unassigned.....	38,317,801	-	-	38,317,801
<b>TOTAL FUND BALANCES.....</b>	<b>50,135,120</b>	<b>18,400,737</b>	<b>14,015,231</b>	<b>82,551,088</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES.....</b>	<b>\$ 63,859,124</b>	<b>\$ 25,786,420</b>	<b>\$ 16,659,546</b>	<b>\$ 106,305,090</b>

See notes to basic financial statements.

**RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TOTAL FUND BALANCES TO THE STATEMENT OF NET POSITION**

JUNE 30, 2021

Total governmental fund balances.....	\$ 82,551,088
Capital assets (net) used in governmental activities are not financial resources and, therefore, are not reported in the funds.....	198,102,882
Accounts receivable are not available to pay for current-period expenditures and, therefore, are unavailable in the funds.....	7,036,463
The statement of net position includes certain deferred inflows of resources and deferred outflows of resources that will be amortized over future periods. In governmental funds, these amounts are not deferred.....	406,500
The assets and liabilities of the internal service funds are included in the governmental activities in the statement of net position.....	12,470,505
In the statement of activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.....	(1,220,357)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental funds:	
Bonds payable.....	(79,907,339)
Net pension liability.....	(133,422,263)
Net OPEB liability.....	(103,081,833)
Capital lease obligations.....	(1,495,697)
Workers' compensation.....	(697,000)
Compensated absences.....	(6,625,000)
Net effect of reporting long-term liabilities.....	<u>(325,229,132)</u>
Net position of governmental activities.....	\$ <u><u>(25,882,051)</u></u>

See notes to basic financial statements.



**GOVERNMENTAL FUNDS**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**

YEAR ENDED JUNE 30, 2021

	General	Public Works Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>REVENUES:</b>				
Real estate and personal property taxes, net of tax refunds.....	\$ 122,797,983	\$ -	\$ -	\$ 122,797,983
Tax liens.....	236,777	-	-	236,777
Motor vehicle and other excise taxes.....	4,566,602	-	-	4,566,602
Hotel/motel tax.....	2,438,799	-	-	2,438,799
Water and sewer charges.....	9,468,798	-	-	9,468,798
Ambulance.....	512,041	-	-	512,041
Penalties and interest on taxes.....	369,596	-	-	369,596
Fees and rentals.....	552,757	-	-	552,757
Payments in lieu of taxes.....	521,081	-	-	521,081
Licenses and permits.....	1,440,711	-	-	1,440,711
Intergovernmental - Teachers Retirement.....	17,487,000	-	-	17,487,000
Intergovernmental.....	9,907,278	832,500	8,737,506	19,477,284
Departmental and other.....	914,715	-	7,517,782	8,432,497
Contributions and donations.....	-	-	49,810	49,810
Investment income.....	996,789	-	105,244	1,102,033
Miscellaneous.....	173,684	-	658,474	832,158
<b>TOTAL REVENUES .....</b>	<b>172,384,611</b>	<b>832,500</b>	<b>17,068,816</b>	<b>190,285,927</b>
<b>EXPENDITURES:</b>				
Current:				
General government.....	6,340,641	-	3,272,081	9,612,722
Public safety.....	19,187,660	-	2,929,999	22,117,659
Education.....	68,635,556	-	7,135,210	75,770,766
Public works.....	8,899,746	10,179,028	492,079	19,570,853
Water and sewer.....	10,100,605	2,970,604	16,933	13,088,142
Human services.....	1,669,412	-	251,444	1,920,856
Culture and recreation.....	3,371,189	-	530,328	3,901,517
Pension benefits.....	10,675,811	-	-	10,675,811
Pension benefits - Teachers Retirement.....	17,487,000	-	-	17,487,000
Employee benefits.....	15,330,899	-	-	15,330,899
State and county charges.....	977,357	-	-	977,357
Debt service:				
Principal.....	3,649,037	-	65,000	3,714,037
Interest.....	2,285,087	-	14,625	2,299,712
<b>TOTAL EXPENDITURES .....</b>	<b>168,610,000</b>	<b>13,149,632</b>	<b>14,707,699</b>	<b>196,467,331</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....</b>	<b>3,774,611</b>	<b>(12,317,132)</b>	<b>2,361,117</b>	<b>(6,181,404)</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Issuance of bonds.....	-	15,125,500	-	15,125,500
Issuance of refunding bonds.....	5,737,000	-	-	5,737,000
Premium from issuance of bonds.....	117,539	734,355	-	851,894
Premium from issuance of refunding bonds.....	919,036	-	-	919,036
Payments to refunded bond escrow agent.....	(6,571,659)	-	-	(6,571,659)
Capital lease financing.....	-	-	1,995,104	1,995,104
Transfers in.....	238,149	700,000	925,253	1,863,402
Transfers out.....	(1,570,000)	-	(293,402)	(1,863,402)
<b>TOTAL OTHER FINANCING SOURCES (USES).....</b>	<b>(1,129,935)</b>	<b>16,559,855</b>	<b>2,626,955</b>	<b>18,056,875</b>
<b>NET CHANGE IN FUND BALANCES.....</b>	<b>2,644,676</b>	<b>4,242,723</b>	<b>4,988,072</b>	<b>11,875,471</b>
<b>FUND BALANCES AT BEGINNING OF YEAR, AS REVISED.....</b>	<b>47,490,444</b>	<b>14,158,014</b>	<b>9,027,159</b>	<b>70,675,617</b>
<b>FUND BALANCES AT END OF YEAR.....</b>	<b>\$ 50,135,120</b>	<b>\$ 18,400,737</b>	<b>\$ 14,015,231</b>	<b>\$ 82,551,088</b>

See notes to basic financial statements.

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF ACTIVITIES**

YEAR ENDED JUNE 30, 2021

Net change in fund balances - total governmental funds.....	\$ 11,875,471
<p>Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.</p>	
Capital outlay.....	17,881,608
Depreciation expense .....	<u>(8,713,086)</u>
Net effect of reporting capital assets .....	9,168,522
<p>Revenues in the Statement of Activities that do not provide current financial resources are unavailable in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable differ between the two statements. This amount represents the net change in unavailable revenue.....</p>	
	1,267,673
<p>The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction has any effect on net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are unavailable and amortized in the Statement of Activities.</p>	
Principal payments on capital leases.....	499,407
Issuance of bonds.....	(15,125,500)
Issuance of refunding bonds.....	(5,737,000)
Premium from issuance of bonds.....	(851,894)
Premium from issuance of refunding bonds.....	(919,036)
Payments to refunded bond escrow agent .....	6,571,659
Capital lease financing .....	(1,995,104)
Net amortization of premium from issuance of bonds.....	315,029
Debt service principal payments.....	<u>3,714,037</u>
Net effect of reporting long-term debt.....	(13,528,402)
<p>Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.</p>	
Net change in compensated absences accrual.....	(986,000)
Net change in accrued interest on long-term debt.....	(15,419)
Net change in deferred outflow/(inflow) of resources related to pensions.....	(9,719,988)
Net change in net pension liability.....	4,182,286
Net change in deferred outflow/(inflow) of resources related to other postemployment benefits...	(2,357,377)
Net change in net OPEB liability.....	(878,305)
Net change in workers' compensation liability.....	<u>26,000</u>
Net effect of recording long-term liabilities.....	(9,748,803)
The net activity of internal service funds is reported with Governmental Activities...	<u>1,559,258</u>
Change in net position of governmental activities .....	\$ <u>593,719</u>

See notes to basic financial statements.

**PROPRIETARY FUNDS**  
**STATEMENT OF NET POSITION**

JUNE 30, 2021

	Governmental Activities - Internal Service Fund
<b>ASSETS</b>	
CURRENT:	
Cash and cash equivalents.....	\$ 7,013,402
Investments.....	6,974,164
Receivables, net of allowance for uncollectibles:	
Departmental and other.....	125,399
TOTAL ASSETS.....	14,112,965
<b>LIABILITIES</b>	
CURRENT:	
Warrants payable.....	323,369
Health claims payable.....	1,319,091
TOTAL LIABILITIES.....	1,642,460
<b>NET POSITION</b>	
Unrestricted.....	\$ 12,470,505

See notes to basic financial statements.

**PROPRIETARY FUNDS**  
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

YEAR ENDED JUNE 30, 2021

	Governmental Activities - Internal Service Fund
<u>OPERATING REVENUES:</u>	
Employee contributions.....	\$ 5,055,371
Employer contributions.....	<u>9,502,669</u>
 TOTAL OPERATING REVENUES .....	 <u>14,558,040</u>
<u>OPERATING EXPENSES:</u>	
Employee benefits.....	<u>14,315,354</u>
 OPERATING INCOME (LOSS).....	 242,686
<u>NONOPERATING REVENUES (EXPENSES):</u>	
Investment income.....	<u>1,316,572</u>
 CHANGE IN NET POSITION.....	 1,559,258
 NET POSITION AT BEGINNING OF YEAR.....	 <u>10,911,247</u>
 NET POSITION AT END OF YEAR.....	 \$ <u><u>12,470,505</u></u>

See notes to basic financial statements.



**PROPRIETARY FUNDS**  
**STATEMENT OF CASH FLOWS**

YEAR ENDED JUNE 30, 2021

	Governmental Activities - Internal Service Fund
<u>CASH FLOWS FROM OPERATING ACTIVITIES:</u>	
Receipts from interfund services provided.....	\$ 14,558,040
Payments for interfund services used.....	(13,613,599)
NET CASH FROM OPERATING ACTIVITIES.....	<u>944,441</u>
<u>CASH FLOWS FROM INVESTING ACTIVITIES:</u>	
Purchases of investments.....	(843,076)
Investment income.....	<u>1,316,572</u>
NET CASH FROM INVESTING ACTIVITIES.....	<u>473,496</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS.....	1,417,937
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR.....	<u>5,595,465</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR.....	<u>\$ 7,013,402</u>
<u>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH</u>	
<u>FROM OPERATING ACTIVITIES:</u>	
Operating income (loss).....	\$ <u>242,686</u>
Adjustments to reconcile operating income to net cash from operating activities:	
Changes in assets and liabilities:	
Departmental and other.....	843,196
Warrants payable.....	(19,689)
Health claims payable.....	<u>(121,752)</u>
Total adjustments.....	<u>701,755</u>
NET CASH FROM OPERATING ACTIVITIES.....	<u>\$ 944,441</u>
See notes to basic financial statements.	

**FIDUCIARY FUNDS**  
**STATEMENT OF FIDUCIARY NET POSITION**

JUNE 30, 2021

	Other Postemployment Benefit Trust Fund	Private Purpose Trust Funds
<b>ASSETS</b>		
Cash and cash equivalents.....	\$ -	\$ 27,185
Investments:		
Investments in Pension Reserve Investment Trust.....	12,568,122	-
<b>TOTAL ASSETS.....</b>	<u>12,568,122</u>	<u>27,185</u>
<b>NET POSITION</b>		
Restricted for other postemployment benefits.....	12,568,122	-
Held in trust for other purposes.....	-	27,185
<b>TOTAL NET POSITION.....</b>	<u>\$ 12,568,122</u>	<u>\$ 27,185</u>

See notes to basic financial statements.

**FIDUCIARY FUNDS**  
**STATEMENT OF CHANGES IN FIDUCIARY NET POSITION**

YEAR ENDED JUNE 30, 2021

	Other Postemployment Benefit Trust Fund	Private Purpose Trust Funds
<u>ADDITIONS:</u>		
Contributions:		
Employer contributions.....	\$ 779,957	\$ -
Employer contributions for other postemployment benefit payments.....	5,095,675	-
Private donations.....	-	11,225
	<u>5,875,632</u>	<u>11,225</u>
Total contributions.....		
	<u>5,875,632</u>	<u>11,225</u>
Net investment income:		
Investment income.....	2,162,221	9
	<u>2,162,221</u>	<u>9</u>
TOTAL ADDITIONS.....	<u>8,037,853</u>	<u>11,234</u>
<u>DEDUCTIONS:</u>		
Other postemployment benefit payments.....	5,095,675	-
Educational scholarships.....	-	10,645
	<u>5,095,675</u>	<u>10,645</u>
TOTAL DEDUCTIONS.....	<u>5,095,675</u>	<u>10,645</u>
NET INCREASE (DECREASE) IN NET POSITION.....	2,942,178	589
NET POSITION AT BEGINNING OF YEAR.....	<u>9,625,944</u>	<u>26,596</u>
NET POSITION AT END OF YEAR.....	<u>\$ 12,568,122</u>	<u>\$ 27,185</u>

See notes to basic financial statements.

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accompanying basic financial statements of the Town of Burlington, Massachusetts (Town) have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the recognized standard-setting body for establishing governmental accounting and financial reporting principles. The Town's significant accounting policies are described herein.

**A. Reporting Entity**

The Town of Burlington, Massachusetts is a municipal corporation that is governed by an elected Select Board. As required by GAAP, these basic financial statements present the government and its component units, entities for which the Town is considered to be financially accountable.

For financial reporting purposes, the Town has included all funds, organizations, agencies, boards, commissions and institutions. The Town has also considered all potential component units for which it is financially accountable as well as other organizations for which the nature and significance of their relationship with the Town are such that exclusion would cause the basic financial statements to be misleading or incomplete. As required by GAAP, these basic financial statements present the Town (the primary government) and its component units. The Town has no component units that require inclusion in these basic financial statements.

**Joint Ventures**

A joint venture is an organization (resulting from a contractual arrangement) that is owned, operated or governed by two or more participants as a separate and specific activity subject to joint control in which the participants retain an ongoing financial interest or ongoing financial responsibility. Joint control means that no single participant has the ability to unilaterally control the financial or operating policies of the joint venture.

The Town is a member of the Shawsheen Valley Technical High School that serves the members' students seeking an education in academic, technical and agriculture studies. Shawsheen Valley Technical High School is governed by a nine-member school committee consisting of two voting appointed representatives from the Town of Burlington. The members' share in the operations of the Shawsheen Valley Technical High School and each member is responsible for its proportionate share of the operational and capital cost of the Shawsheen Technical High School, which are paid in the form of assessments. The Town does not have an equity interest in the Shawsheen Technical High School and the 2021 assessment was \$2,516,373. The School issues a publicly available audited financial report that may be obtained by contacting the School located at 100 Cook Street, Billerica, MA 01821.

**B. Government-Wide and Fund Financial Statements*****Government-Wide Financial Statements***

The government-wide financial statements (i.e., statement of net position and the statement of changes in net position) report information on all of the non-fiduciary activities of the primary government. *Governmental activities* are primarily supported by taxes, charges for services and intergovernmental revenues. The Town does not report any *business-type activities* since the user fees charged are not designed to recover all the costs of providing these services.



*Fund Financial Statements*

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though fiduciary funds are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements. Nonmajor funds are aggregated and displayed in a single column.

*Major Fund Criteria*

Major funds must be reported if the following criteria are met:

- If the total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures/expenses of an individual governmental or enterprise fund are at least 10 percent of the corresponding element (assets, liabilities, etc.) for all funds of that category or type (total governmental or total enterprise funds), *and*
- If the total assets and deferred outflows of resources, liabilities and deferred inflows of resources, revenues, or expenditures/expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding element for all governmental and enterprise funds combined.

Additionally, any other governmental or enterprise fund that management believes is particularly significant to the basic financial statements may be reported as a major fund.

Internal service funds and fiduciary funds are reported by fund type.

C. Measurement Focus, Basis of Accounting and Financial Statement Presentation*Government-Wide Financial Statements*

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred. Real estate and personal property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The statement of activities demonstrates the degree to which the direct expenses of a particular function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include the following:

- Charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment.
- Grants and contributions that are restricted to meeting the operational requirements of a particular function or segment.
- Grants and contributions that are restricted to meeting the capital requirements of a particular function or segment.

Taxes and other items not identifiable as program revenues are reported as general revenues. The effect of interfund activity has been removed from the government-wide financial statements. However, the effect of

interfund services provided and used between functions is not eliminated as the elimination of these charges would distort the direct costs and program revenues reported for the functions affected.

### *Fund Financial Statements*

**Governmental** fund financial statements are reported using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on general long-term debt which is recognized when due, and certain compensated absences, claims and judgments which are recognized when the obligations are expected to be liquidated with current expendable available resources.

Real estate and personal property tax revenues are considered available if they are collected within 60 days after year-end. Investment income is susceptible to accrual. Other receipts and tax revenues become measurable and available when the cash is received and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria is met. Expenditure driven grants recognize revenue when the qualifying expenditures are incurred and all other grant requirements are met.

The following major governmental funds are reported:

The *general fund* is the primary operating fund. It is used to account for all financial resources, except those that are required to be accounted for in another fund.

The *public works capital projects fund* is used to account for financial resources for the construction, reconstruction, and improvements to roadways, streets, sidewalks, and other infrastructure.

The nonmajor governmental funds consist of other special revenue, capital projects and permanent funds that are aggregated and presented in the *nonmajor governmental funds* column on the governmental funds financial statements. The following describes the general use of these fund types:

The *special revenue fund* is used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than permanent funds or capital projects.

The *capital projects fund* is used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets of the governmental funds.

The *permanent fund* is used to account for financial resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the governmental programs.

**Proprietary** fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the

proprietary funds principal ongoing operations. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

The following proprietary fund type is reported:

The *internal service fund* is used to account for the financing of services provided by one department to other departments or governmental units. The Town accounts for its risk financing activities related to health insurance in the internal service fund.

**Fiduciary** fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Fiduciary funds are used to account for assets held in a trustee capacity for others that cannot be used to support the governmental programs.

The following fiduciary fund types are reported:

The *other postemployment benefit trust fund* is used to accumulate resources to provide funding for future other postemployment benefits (OPEB) liabilities.

The *private-purpose trust fund* is used to account for trust arrangements that exclusively benefit individuals, private organizations, or other governments. Some of these trusts have donor restrictions and trustee policies that do not allow the endowment portion and any unrealized appreciation to be spent. The donor restrictions and trustee policies only allows the trustees to authorize spending of the realized investment earnings. The Town's educational scholarship trusts are accounted for in this fund.

#### D. Cash and Investments

##### *Government-Wide and Fund Financial Statements*

Cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with an original maturity of three months or less from the date of acquisition. Investments are carried at fair value.

#### E. Fair Value Measurements

The Town reports required types of financial instruments in accordance with the fair value standards. These standards require an entity to maximize the use of observable inputs (such as quoted prices in active markets) and minimize the use of unobservable inputs (such as appraisals or valuation techniques) to determine fair value. Fair value standards also require the government to classify these financial instruments into a three-level hierarchy, based on the priority of inputs to the valuation technique or in accordance with net asset value practical expedient rules, which allow for either Level 2 or Level 3 depending on lock up and notice periods associated with the underlying funds.

Instruments measured and reported at fair value are classified and disclosed in one of the following categories:

Level 1 – Quoted prices are available in active markets for identical instruments as of the reporting date. Instruments, which are generally included in this category, include actively traded equity and debt securities, U.S. government obligations, and mutual funds with quoted market prices in active markets.

Level 2 – Pricing inputs are other than quoted in active markets, which are either directly or indirectly observable as of the reporting date, and fair value is determined through the use of models or other valuation methodologies. Certain fixed income securities, primarily corporate bonds, are classified as Level 2 because fair values are estimated using pricing models, matrix pricing, or discounted cash flows.



Level 3 – Pricing inputs are unobservable for the instrument and include situations where there is little, if any, market activity for the instrument. The inputs into the determination of fair value require significant management judgment or estimation.

In some instances the inputs used to measure fair value may fall into different levels of the fair value hierarchy and is based on the lowest level of input that is significant to the fair value measurement.

Market price is affected by a number of factors, including the type of instrument and the characteristics specific to the instrument. Instruments with readily available active quoted prices generally will have a higher degree of market price observability and a lesser degree of judgment used in measuring fair value. It is reasonably possible that change in values of these instruments will occur in the near term and that such changes could materially affect amounts reported in these financial statements. For more information on the fair value of the Town's financial instruments, see Note 2 – Cash and Investments.

#### F. Accounts Receivable

##### *Government-Wide and Fund Financial Statements*

The recognition of revenue related to accounts receivable reported in the government-wide financial statements and the proprietary funds and fiduciary funds financial statements are reported under the accrual basis of accounting. The recognition of revenue related to accounts receivable reported in the governmental funds financial statements are reported under the modified accrual basis of accounting.

#### **Real Estate, Personal Property Taxes and Tax Liens**

Real estate and personal property taxes are levied and based on values assessed on January 1<sup>st</sup> of every year. Assessed values are established by the Board of Assessor's for 100% of the estimated fair market value. Taxes are due on August 1<sup>st</sup>, November 1<sup>st</sup>, February 1<sup>st</sup> and May 1<sup>st</sup> and are subject to penalties and interest if they are not paid by the respective due date. Real estate tax liens are processed by the last day in September following the last billing cycle on delinquent properties. Real estate and personal property taxes levied are recorded as receivables in the year of the levy.

Real estate tax liens are processed six months after the close of the valuation year on delinquent properties and are recorded as receivables in the year they are processed. Real estate receivables are secured via the tax lien process and are considered 100% collectible. Accordingly, an allowance for uncollectibles is not reported.

Personal property taxes cannot be secured through the lien process. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

#### **Motor Vehicle Excise Taxes**

Motor vehicle excise taxes are assessed annually for each vehicle registered in the Town and are recorded as receivables in the year of the levy. The Commonwealth is responsible for reporting the number of vehicles registered and the fair values of those vehicles. The tax calculation is the fair value of the vehicle multiplied by \$25 per \$1,000 of value.

The allowance for uncollectibles is estimated based on historical trends and specific account analysis.



**Water and Sewer Fees**

User fees are levied monthly based on individual meter readings and are subject to penalties and interest if they are not paid by the respective due date. Water and Sewer liens are processed in December of every year and included as a lien on the property owner's tax bill. Water and Sewer charges and liens are recorded as receivables in the year of the levy.

Since the receivables are secured via the lien process, these accounts are considered 100% collectible and therefore do not report an allowance for uncollectibles.

The revenue generated by the water rates is designed to cover all operation and maintenance costs associated with the production of water, maintenance of water facilities and operation and maintenance of the water main infrastructure. The revenue generated by the sewer rates is designed to cover the costs of the Massachusetts Water Resources Authority (MWRA) assessment.

Both water and sewer capital costs are funded through other General fund revenues.

**Departmental and Other**

Departmental and other receivables consist primarily of police and fire details, and ambulance fees are recorded as receivables in the year accrued. The allowance of uncollectibles is estimated based on historical trends and specific account analysis.

**Intergovernmental**

Various federal and state grants for operating and capital purposes are applied for and received annually. For non-expenditure driven grants, receivables are recorded as soon as all eligibility requirements imposed by the provider have been met. For expenditure driven grants, receivables are recorded when the qualifying expenditures are incurred and all other grant requirements are met.

These receivables are considered 100% collectible and therefore do not report an allowance for uncollectibles.

**G. Inventories***Government-Wide and Fund Financial Statements*

Inventories are recorded as expenditures at the time of purchase. Such inventories are not material in total to the government-wide and fund financial statements, and therefore are not reported.

**H. Capital Assets***Government-Wide Financial Statements*

Capital assets, which include land, construction in progress, land improvements, buildings, machinery and equipment, and infrastructure (e.g., roads, water mains, sewer mains, and similar items), are reported in the government-wide financial statements. Capital assets are recorded at historical cost, or at estimated historical cost, if actual historical cost is not available. Donated capital assets; donated works of art, historical treasures, and similar assets; and capital assets received in service concession arrangements are recorded at acquisition value.

All purchases and construction costs in excess of \$25,000 are capitalized at the date of acquisition or construction, respectively, with expected useful lives of greater than one year.

Capital assets (excluding land and construction in progress) are depreciated on a straight-line basis. The estimated useful lives of capital assets are as follows:

Capital Asset Type	Estimated Useful Life (in years)
Land improvements.....	20
Buildings.....	40
Buildings and improvements.....	20-40
Machinery and equipment.....	5-10
Vehicles.....	5-20
Infrastructure.....	20-50

The cost of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized and are treated as expenses when incurred. Improvements are capitalized.

Governmental Fund Financial Statements

Capital asset costs are recorded as expenditures in the acquiring fund in the year of the purchase.

I. Deferred Outflows/Inflows of Resources

Government-Wide Financial Statements (Net Position)

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. The Town has reported deferred outflows of resources related to OPEB and pensions in this category.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The Town recorded deferred inflows of resources related to OPEB, pensions, and advance tax collections in this category.

Governmental Fund Financial Statements

In addition to liabilities, the governmental funds balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents assets that have been recorded in the governmental fund financial statements but the revenue is not available and so will *not* be recognized as an inflow of resources (revenue) until it becomes available. The Town has recorded unavailable revenue and advance tax collections as deferred inflows of resources in the governmental funds balance sheet.

J. Interfund Receivables and Payables

During the course of its operations, transactions occur between and within individual funds that may result in amounts owed between funds.

*Government-Wide Financial Statements*

Transactions of a buyer/seller nature between and within governmental funds and internal service funds are eliminated from the governmental activities in the statement of net position. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of net position as "internal balances."

*Fund Financial Statements*

Transactions of a buyer/seller nature between and within funds are not eliminated from the individual fund statements. Receivables and payables resulting from these transactions are classified as "Due from other funds" or "Due to other funds" on the balance sheet.

K. Interfund Transfers

During the course of its operations, resources are permanently reallocated between and within funds. These transactions are reported as transfers in and transfers out.

*Government-Wide Financial Statements*

Transfers between and within governmental funds and internal service funds are eliminated from the governmental activities in the statement of net position. Any residual balances outstanding between the governmental activities and business-type activities are reported in the statement of activities as "Transfers, net."

*Fund Financial Statements*

Transfers between and within funds are not eliminated from the individual fund statements and are reported as transfers in and transfers out.

L. Net Position and Fund Equity*Government-Wide Financial Statements (Net Position)*

Net position reported as "net investment in capital assets" includes capital assets, net of accumulated depreciation, less the principal balance of outstanding debt used to acquire capital assets. Unspent proceeds of capital related debt are not considered to be capital assets.

Net position is reported as restricted when amounts that are not available for appropriation or are legally restricted by outside parties for a specific future use.

Net position has been "restricted for" the following:

"Permanent funds – nonexpendable" represents the endowment portion of donor-restricted trusts that support governmental programs.



"Permanent funds – expendable" represents the amount of realized and unrealized investment earnings of donor-restricted trusts. The donor restrictions and trustee policies only allows the trustees to approve spending of the realized investment earnings that support governmental programs.

"Gifts and grants" represents restrictions placed on assets from outside parties such as gifts, and state and federal grants.

Sometimes the Town will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted – net position and unrestricted – net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Town's policy to consider restricted – net position to have been depleted before unrestricted – net position is applied.

#### *Fund Financial Statements (Fund Balances)*

Governmental fund balances are classified as nonspendable, restricted, committed, assigned, or unassigned based on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

The governmental fund balance classifications are as follows:

"Nonspendable" fund balance includes amounts that cannot be spent because they are either not in spendable form or they are legally or contractually required to be maintained intact.

"Restricted" fund balance includes amounts subject to constraints placed on the use of resources that are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or that are imposed by law through constitutional provisions or enabling legislation.

"Committed" fund balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority. Town Meeting is the high level of decision-making authority that can, by adoption of a Town Meeting warrant article, commit funds for a specific purpose. Once voted, the limitation imposed by the vote remains in place until the funds are used for their intended purpose or a vote is taken to rescind the commitment.

"Assigned" fund balance includes amounts that are constrained by the Town's intent to be used for specific purposes, but are neither restricted nor committed. Assignments are made by management and exist until the purpose of the assignment has either been satisfied or management removes the assignment.

"Unassigned" fund balance includes the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

The Town's spending policy is to spend restricted fund balance first, followed by committed, assigned and unassigned fund balance. Most governmental funds are designated for one purpose at the time of their creation. Therefore, any expenditure from the fund will be allocated to the applicable fund balance classifications in the order of the aforementioned spending policy. The general fund and certain other funds may have more than one purpose.



M. Long-term debt*Government-Wide and Proprietary Fund Financial Statements*

Long-term debt is reported as liabilities in the government-wide and proprietary fund statement of net position. Material bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

*Governmental Fund Financial Statements*

The face amount of governmental funds long-term debt is reported as other financing sources. Bond premiums and discounts, as well as issuance costs, are recognized in the current period. Bond premiums are reported as other financing sources and bond discounts are reported as other financing uses. Issuance costs, whether or not withheld from the actual bond proceeds received, are reported as general government expenditures.

N. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Middlesex County Retirement System (MCRS) and the Massachusetts Teachers Retirement System (MTRS). Additions to/deductions from the System's fiduciary net position have been determined on the same basis as they are reported by the Systems. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

O. Investment Income

Excluding the permanent funds, investment income derived from major and nonmajor governmental funds is legally assigned to the general fund unless otherwise directed by Massachusetts General Law (MGL).

Investment income from proprietary funds is voluntarily assigned and transferred to the general fund.

P. Compensated Absences

Employees are granted vacation and sick leave in varying amounts based on collective bargaining agreements, state laws and executive policies.

*Government-Wide and Proprietary Fund Financial Statements*

Vested or accumulated vacation and sick leave are reported as liabilities and expensed as incurred.

*Governmental Fund Financial Statements*

Vested or accumulated vacation and sick leave, which will be liquidated with expendable available financial resources, are reported as expenditures and fund liabilities upon maturity of the liability.

Q. Use of Estimates*Government-Wide and Fund Financial Statements*

The preparation of basic financial statements in conformity with GAAP requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the year. Actual results could vary from estimates that were used.

R. Total Column*Government-Wide Financial Statements*

The total column presented on the government-wide financial statements represents consolidated financial information.

*Fund Financial Statements*

The total column on the fund financial statements is presented only to facilitate financial analysis. Data in this column is not the equivalent of consolidated financial information.

**NOTE 2 - CASH AND INVESTMENTS**

A cash and investment pool is maintained that is available for use by all funds. Each fund type's portion of this pool is displayed on the combined balance sheet as "Cash and Cash Equivalents". The deposits and investments of the trust funds are held separately from those of other funds.

Statutes authorize the investment in obligations of the U.S. Treasury, agencies and instrumentalities, certificates of deposit, repurchase agreements, money market accounts, bank deposits and the State Treasurer's Investment Pool (Pool). The Treasurer may also invest trust funds in securities, other than mortgages or collateral loans, which are legal for the investment of funds of savings banks under Massachusetts General Laws.

The Pool meets the criteria of an external investment pool. The Pool is administered by the Massachusetts Municipal Depository Trust (MMDT), which was established by the Treasurer of the Commonwealth who serves as Trustee. The fair value of the assets in the Pool is the same as the value of the Pool shares.

The effective weighted duration rate for PRIT investments ranged from 0.19 to 16.28 years.

Custodial Credit Risk – Deposits

In the case of deposits, this is the risk that, in the event of a bank failure, the Town's deposits may not be returned. At year-end, the carrying amount of deposits totaled \$84,599,949 and the bank balance totaled \$84,434,995. Of the bank balance, \$2,500,000 was covered by Federal Depository Insurance, \$11,634,243 was covered by DIF insurance and \$71,300,752 was exposed to custodial credit risk because it was uninsured and uncollateralized. The Town has not adopted a formal investment policy related to custodial credit risk of deposits.

Investments

As of June 30, 2021, the Town of Burlington had the following investments:

Investment Type	Fair value	Maturities				
		Under 1 Year	1-5 Years	6-10 Years	Over 10 Years	
<u>Debt securities:</u>						
U.S. treasury bonds.....	\$ 3,652,722	\$ 675,472	\$ 2,409,943	\$ 567,307	\$ -	
Government sponsored enterprises.....	2,723,392	253,177	1,781,051	170,517	518,647	AA+
Corporate bonds.....	2,419,537	86,909	1,766,599	566,029	-	AA- to BBB+
Total debt securities.....	8,795,651	\$ 1,015,558	\$ 5,957,593	\$ 1,303,853	\$ 518,647	
<u>Other investments:</u>						
Equity securities.....	7,538,887					
Fixed income.....	2,726,056					
Pension Reserve Investment Trust (PRIT).....	12,568,122					
MMDT - Cash portfolio.....	9,011,920					
Total investments.....	\$ 40,640,636					

Investments in MMDT and PRIT are unrated.

Custodial Credit Risk – Investments

For an investment, this is the risk that, in the event of a failure by the counterparty, the Town will not be able to recover the value of its investments or collateral security that are in the possession of an outside party. The Town's investments of \$3,652,722 in U.S. treasury notes, \$2,723,392 in government sponsored enterprises, \$2,419,537 in corporate bonds, \$7,538,887 in equity securities, and \$2,726,056 in fixed income all have custodial credit risk exposure because the related securities are uninsured, unregistered and are not held in the Town's name.

The Town has not adopted a formal investment policy related to custodial credit risk for investments.

Interest Rate Risk

The Town does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates for most investment types.

The Town's investment policy regarding repurchase agreements is as follows; utilize repurchase agreements only on a limited basis and then only with major Massachusetts financial institutions when no other more favorable action is possible and then only of a duration of no more than three days.

Credit Risk

The Town's formal investment policy regarding credit risk states the Treasurer shall subscribe to information reports from a recognized bank rating company. Direct investment in an institution shall be restricted to those ranked in the upper half of rating categories utilized by said company unless the Treasurer obtains additional adequate security for the investment or otherwise determines and documents in writing that the rating provided does not properly reflect the strength of the institution. Maintenance of disbursement or other types of accounts at institutions below a mid-range rating shall be limited, to the maximum extent possible, to a balance below \$100,000. When the rating falls to a "warning stage" or when more than one-half of an institution's capital and surplus has been lost in a 12-month period, any accounts shall be closed forthwith.

Concentration of Credit Risk

The Town has adopted a policy on the amount that may be invested in any one issuer. The policy is as follows: investment in a single institution may not exceed 10% of the institution’s capital and surplus position as of the most recent quarterly data available to the Treasurer, nor may any investment in a single institution (other than MMDT) exceed 35% of the Treasurer’s cash balance at any time. Up to 100% of available cash may be invested in the State’s Treasurer’s pooled fund.

The Town places no limit on the amount the Town may invest in any on issuer. As of June 30, 2021, the Town had more than 5% of its investments in the following securities:

Issuer	Percentage of Total Investments
United States treasury notes.....	11%
Federal national mortgage.....	5%

Fair Value of Investments

The Town holds investments that are measured at fair value on a recurring basis. Because investing is not a core part of the Town’s mission, the Town determines that the disclosures related to these investments only need to be disaggregated by major type. The Town chooses a tabular format for disclosing the levels within the fair value hierarchy.

The Town categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.



The Town has the following recurring fair value measurements as of June 30, 2021:

Investment Type	June 30, 2021	Fair Value Measurements Using		
		Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
<b>Investments measured at fair value:</b>				
<u>Debt securities:</u>				
U.S. treasury bonds.....	\$ 3,652,722	\$ 3,652,722	\$ -	\$ -
Government sponsored enterprises.....	2,723,392	2,723,392	-	-
Corporate bonds.....	2,419,537	-	2,419,537	-
Total debt securities.....	8,795,651	6,376,114	2,419,537	-
<u>Other investments:</u>				
Equity securities.....	7,538,887	7,538,887	-	-
Fixed income.....	2,726,056	2,726,056	-	-
Total other investments.....	10,264,943	10,264,943	-	-
Total investments measured at fair value.....	19,060,594	\$ 16,641,057	\$ 2,419,537	\$ -
<b>Investments measured at amortized cost:</b>				
MMDT - Cash portfolio.....	9,011,920			
<b>Investments measured at net asset value:</b>				
Pension Reserve Investment Trust (PRIT).....	12,568,122			
Total investments.....	\$ 40,640,636			

Government sponsored enterprises, U.S. treasury notes, fixed income, and equity securities classified in Level 1 of the fair value hierarchy are valued using prices quoted in active markets for those securities. Corporate bonds classified in Level 2 of the fair value hierarchy are valued using a matrix pricing technique. Matrix pricing is used to value securities based on the securities' relationship to benchmark quoted prices. The Town does not have investments classified in Level 3.

PRIT investments are valued using the net asset value method. This investment pool was established by the Treasurer of the Commonwealth of Massachusetts, who serves as Trustee. PRIT is administered by the Pension Reserves Investment Management Board (PRIM). The fair values of the positions in each investment Pool are the same as the value of each Pool's shares. The Town does not have the ability to control any of the investment decisions relative to its funds in PRIT.

MMDT investments are valued at amortized cost. Under the amortized cost method, an investment is valued initially at its cost and adjusted for the amount of interest income accrued each day over the term of the investment to account for any difference between the initial cost and the amount payable at its maturity. If amortized cost is determined not to approximate fair value, the value of the portfolio securities will be determined under procedures established by the Advisor.

**NOTE 3 - RECEIVABLES**

At June 30, 2021, receivables for the individual major governmental funds and nonmajor, internal service, and fiduciary funds in the aggregate, including the applicable allowances for uncollectible accounts, are as follows:

	Gross Amount	Allowance for Uncollectibles	Net Amount
Receivables:			
Real estate and personal property taxes.....	\$ 1,051,418	\$ (314,426)	\$ 736,992
Tax liens.....	1,583,700	-	1,583,700
Motor vehicle and other excise taxes.....	694,830	(435,281)	259,549
Water and sewer fees.....	3,236,031	-	3,236,031
Departmental and other.....	1,102,352	(430,347)	672,005
Intergovernmental.....	1,192,658	-	1,192,658
Total.....	\$ 8,860,989	\$ (1,180,054)	\$ 7,680,935

Governmental funds report *unavailable revenues* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. At the end of the current year, the various components of *unavailable revenues* reported in the governmental funds were as follows:

	General Fund	Other Governmental Funds	Total
Receivables and other asset type:			
Real estate and personal property taxes.....	\$ 141,757	\$ -	\$ 141,757
Tax liens.....	1,583,700	-	1,583,700
Motor vehicle and other excise taxes.....	259,549	-	259,549
Water and sewer fees.....	3,236,031	-	3,236,031
Departmental and other.....	307,922	238,683	546,605
Intergovernmental.....	-	1,192,658	1,192,658
Tax foreclosures.....	91,842	-	91,842
Total.....	\$ 5,620,801	\$ 1,431,341	\$ 7,052,142

**NOTE 4 - CAPITAL ASSETS**

Capital asset activity for the year ended June 30, 2021, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Governmental Activities:</b>				
<u>Capital assets not being depreciated:</u>				
Land.....	\$ 18,595,910	\$ -	\$ -	\$ 18,595,910
Construction in progress.....	35,536,592	14,113,352	(8,990,000)	40,659,944
Total capital assets not being depreciated....	54,132,502	14,113,352	(8,990,000)	59,255,854
<u>Capital assets being depreciated:</u>				
Land improvements.....	8,456,461	-	-	8,456,461
Buildings.....	93,766,400	-	-	93,766,400
Buildings and improvements.....	39,099,340	340,000	-	39,439,340
Machinery and equipment.....	12,103,380	3,281,972	(359,497)	15,025,855
Vehicles.....	13,124,849	946,284	(285,412)	13,785,721
Infrastructure.....	138,787,001	8,190,000	-	146,977,001
Total capital assets being depreciated.....	305,337,431	12,758,256	(644,909)	317,450,778
<u>Less accumulated depreciation for:</u>				
Land improvements.....	(4,210,433)	(296,136)	-	(4,506,569)
Buildings.....	(41,655,798)	(1,691,714)	-	(43,347,512)
Buildings and improvements.....	(22,890,844)	(1,430,153)	-	(24,320,997)
Machinery and equipment.....	(10,928,880)	(1,013,539)	359,497	(11,582,922)
Vehicles.....	(7,442,439)	(964,223)	285,412	(8,121,250)
Infrastructure.....	(83,407,179)	(3,317,321)	-	(86,724,500)
Total accumulated depreciation.....	(170,535,573)	(8,713,086)	644,909	(178,603,750)
Total capital assets being depreciated, net.....	134,801,858	4,045,170	-	138,847,028
Total governmental activities capital assets, net.....	\$ 188,934,360	\$ 18,158,522	\$ (8,990,000)	\$ 198,102,882

Depreciation expense was charged to functions/programs of the primary government as follows:

<b>Governmental Activities:</b>	
General government.....	\$ 765,492
Public safety.....	691,635
Education.....	2,732,395
Public works.....	4,045,306
Health and human services.....	10,386
Culture and recreation.....	467,872
Total depreciation expense - governmental activities.....	\$ 8,713,086

**NOTE 5 – INTERFUND TRANSFERS**

Interfund transfers for the year ended June 30, 2021, are summarized as follows:

Transfers Out:	Transfers In:				Total
	General fund	Public Works Capital Projects	Nonmajor governmental funds		
General fund.....	\$ -	\$ 700,000	\$ 870,000	\$ 1,570,000	(1)
Nonmajor governmental funds.....	238,149	-	55,253	293,402	(2)
Total.....	\$ 238,149	\$ 700,000	\$ 925,253	\$ 1,863,402	

- (1) Represents transfers of \$700,000 from the general fund to the public works capital project fund, a \$120,000 transfer into the minibus special revenue fund, and a transfer of \$750,000 to the school revolving fund.
- (2) Represents transfers of \$78,225 from the cross connection special revenue fund and \$159,924 from fema special revenue fund to the general fund. As well as a transfer of \$55,253 from the mwra grant special revenue fund to the school minibus special revenue fund.

**NOTE 6 – CAPITAL LEASES**

The Town has entered into lease agreements as lessees for a Town wide computer network and School equipment. These lease agreements qualify as capital leases for accounting purposes and therefore have been recorded at the present value of their future minimum lease payments as of the inception date.

The assets acquired through capital leases are as follows:

Asset:	Governmental Activities
Machinery and equipment.....	\$ 4,642,002
Less: accumulated depreciation.....	(2,806,637)
Total.....	\$ 1,835,365



The future minimum lease obligations and the net present value of these minimum lease payments as of June 30, 2021, were as follows:

Years ending June 30:	Governmental Activities
2022.....	\$ 399,021
2023.....	399,020
2024.....	399,020
2025.....	399,021
Total minimum lease payments.....	1,596,082
Less: amounts representing interest.....	(100,385)
Present value of minimum lease payments.....	\$ 1,495,697

## NOTE 7 - SHORT-TERM FINANCING

Short-term debt may be authorized and issued to fund the following:

- Current operating costs prior to the collection of revenues through issuance of revenue or tax anticipation notes (RANS or TANS).
- Capital project costs and other approved expenditures incurred prior to obtaining permanent financing through issuance of bond anticipation notes (BANS) or grant anticipation notes (GANS).

Short-term loans are general obligations and carry maturity dates that are limited by statute. Interest expenditures and expenses for short-term borrowings are accounted for in the general fund respectively.

Details related to the short-term debt activity for the year ended June 30, 2021, are as follows:

Type	Purpose	Rate (%)	Due Date	Balance at June 30, 2020	Renewed/ Issued	Retired/ Redeemed	Balance at June 30, 2021
BAN	Municipal Purpose.....	2.25%	07/17/20	\$ 4,700,000	\$ -	\$ (4,700,000)	\$ -
BAN	Municipal Purpose.....	1.50%	06/22/22	-	3,000,000	-	3,000,000
BAN	Municipal Purpose.....	1.50%	06/22/22	-	3,500,000	-	3,500,000
Total Governmental Funds.....				\$ 4,700,000	\$ 6,500,000	\$ (4,700,000)	\$ 6,500,000

**NOTE 8 - LONG-TERM DEBT**

Under the provisions of Chapter 44, Section 10, Municipal Law authorizes indebtedness up to a limit of 5% of the equalized valuation. Debt issued in accordance with this section of the law is designated as being "inside the debt limit." In addition, however, debt may be authorized in excess of that limit for specific purposes. Such debt, when issued, is designated as being "outside the debt limit."

Details related to the outstanding general obligation indebtedness at June 30, 2021, and the debt service requirements are as follows:

**Bonds Payable Schedule – Governmental Funds**

Project	Maturities Through	Original Loan Amount	Interest Rate (%)	Outstanding at June 30, 2020	Issued	Redeemed	Outstanding at June 30, 2021
Municipal Purpose Bonds of 2010.....	2030	6,100,000	1.50 - 4.00	\$ 130,000	\$ -	\$ 130,000	\$ -
Municipal Purpose Bonds of 2011.....	2036	8,800,000	3.00 - 5.00	380,000	-	380,000	-
Municipal Purpose Bonds of 2012.....	2042	12,200,000	2.00 - 5.00	7,485,000	-	7,010,000	475,000
Municipal Purpose Bonds of 2013.....	2042	13,976,000	2.00 - 4.00	11,635,000	-	375,000	11,260,000
Municipal Purpose Bonds of 2016.....	2036	11,270,000	2.00 - 5.00	8,145,000	-	780,000	7,365,000
Municipal Purpose Bonds of 2018.....	2047	12,860,000	3.00 - 5.00	12,315,000	-	330,000	11,985,000
Municipal Purpose Bonds of 2020.....	2050	15,644,975	2.00 - 5.00	15,644,975	-	467,500	15,177,475
Municipal Purpose Refunding of 2020.....	2027	713,500	5.00	713,500	-	137,500	576,000
Municipal Purpose Refunding of 2020.....	2030	990,050	4.00 - 5.00	990,050	-	-	990,050
Municipal Purpose Refunding of 2020.....	2036	3,561,475	4.00 - 5.00	3,561,475	-	-	3,561,475
Municipal Purpose Refunding of 2021.....	2036	2,630,000	2.00 - 5.00	-	2,630,000	-	2,630,000
Municipal Purpose Refunding of 2021.....	2042	2,706,000	2.00 - 5.00	-	2,706,000	-	2,706,000
Municipal Purpose Refunding of 2021.....	2031	401,000	2.00 - 5.00	-	401,000	-	401,000
Municipal Purpose Bonds of 2021.....	2051	14,848,000	2.00 - 5.00	-	14,848,000	-	14,848,000
Subtotal Governmental General Obligation Bonds Payable.....				61,000,000	20,585,000	9,610,000	71,975,000
Massachusetts Clean Water Trust - MCWT 2007.....	2027	7,797,482	2.00	3,095,177	-	416,084	2,679,093
Massachusetts Clean Water Trust - MCWT 2008.....	2028	300,000	2.00	134,746	-	15,688	119,058
Massachusetts Water Resource Authority - MWRA 2016.....	2021	235,200	0.00	47,040	-	47,040	-
Massachusetts Water Resource Authority - MWRA 2017.....	2027	224,750	0.00	157,325	-	22,475	134,850
Massachusetts Water Resource Authority - MWRA 2019.....	2029	277,500	0.00	249,750	-	27,750	222,000
Massachusetts Water Resource Authority - MWRA 2021.....	2031	277,500	0.00	-	277,500	-	277,500
Subtotal Governmental Direct Borrowings Payable.....				3,684,038	277,500	529,037	3,432,501
Bonds payable.....				64,684,038	20,862,500	10,139,037	75,407,501
Add: Unamortized premium on bonds.....				3,043,937	1,770,930	315,029	4,499,838
Total Bonds Payable net				\$ 67,727,975	\$ 22,633,430	\$ 10,454,066	\$ 79,907,339

Debt service requirements for principal and interest for Governmental bonds payable in future years are as follows:

Year	General Obligation Bonds:			Direct Borrowings:	
	Principal	Interest	Total	Principal	Grand Total
2022.....	\$ 3,421,000	\$ 2,234,376	\$ 5,655,376	\$ 518,470	\$ 6,173,846
2023.....	3,049,000	2,362,814	5,411,814	527,369	5,939,183
2024.....	3,105,000	2,209,049	5,314,049	536,448	5,850,497
2025.....	3,160,000	2,055,985	5,215,985	545,710	5,761,695
2026.....	2,910,000	1,905,099	4,815,099	555,159	5,370,258
2027.....	2,930,000	1,760,924	4,690,924	564,799	5,255,723
2028.....	2,870,000	1,620,088	4,490,088	73,546	4,563,634
2029.....	2,940,000	1,490,533	4,430,533	55,500	4,486,033
2030.....	2,935,000	1,364,958	4,299,958	27,750	4,327,708
2031.....	2,725,000	1,246,383	3,971,383	27,750	3,999,133
2032.....	2,680,000	1,143,343	3,823,343	-	3,823,343
2033.....	2,720,000	1,055,650	3,775,650	-	3,775,650
2034.....	2,745,000	974,103	3,719,103	-	3,719,103
2035.....	2,785,000	900,831	3,685,831	-	3,685,831
2036.....	2,600,000	827,942	3,427,942	-	3,427,942
2037.....	2,260,000	761,266	3,021,266	-	3,021,266
2038.....	2,320,000	699,838	3,019,838	-	3,019,838
2039.....	2,380,000	635,619	3,015,619	-	3,015,619
2040.....	2,445,000	568,853	3,013,853	-	3,013,853
2041.....	2,505,000	499,028	3,004,028	-	3,004,028
2042.....	2,240,000	445,440	2,685,440	-	2,685,440
2043.....	1,750,000	373,538	2,123,538	-	2,123,538
2044.....	1,795,000	325,337	2,120,337	-	2,120,337
2045.....	1,840,000	275,863	2,115,863	-	2,115,863
2046.....	1,895,000	224,231	2,119,231	-	2,119,231
2047.....	1,955,000	180,501	2,135,501	-	2,135,501
2048.....	1,910,000	108,250	2,018,250	-	2,018,250
2049.....	1,200,000	74,682	1,274,682	-	1,274,682
2050.....	1,230,000	45,714	1,275,714	-	1,275,714
2051.....	675,000	15,188	690,188	-	690,188
Total.....	\$ 71,975,000	\$ 28,385,426	\$ 100,360,426	\$ 3,432,501	\$ 103,792,927

In order to take advantage of favorable interest rates, the Town issued \$5,737,000 of General Obligation Refunding Bonds and received \$919,036 in premiums on June 22, 2021. \$6,425,000 of General obligation bonds were refunded by placing the proceeds of the refunding bonds and premiums in an irrevocable trust to provide for all future debt service payments on the refunded bonds. As a result, the refunded bonds are considered to be defeased and the liability has been removed from the statement of net position. This refunding was undertaken to reduce total debt service payments over the next 20 years by \$1,545,487 and resulted in an economic gain of \$1,377,248. At June 30, 2021, approximately \$6,425,000 of bonds outstanding from the refunding is considered defeased.

The Massachusetts Water Resource Authority (MWRA) operates an Infiltration/Inflow Financial Assistance Program for community owned collection systems. For each community approved for the project, financial assistance received from the MWRA consists of a grant and non-interest bearing loan. The loan portion is payable in five equal annual installments. At June 30, 2021, the outstanding principal amount of these loans totaled \$634,350.

The Town is subject to various debt limits by statute and may issue additional general obligation debt under the normal debt limit. At June 30, 2021, the Town had the following authorized and unissued debt:

Purpose	Amount
Fire Station Construction.....	\$ 225,000
MWRA.....	4,600,000
Phase 2 MWRA Water Connection.....	9,900,000
Total.....	<u>\$ 14,725,000</u>

### Changes in Long-term Liabilities

During the year ended June 30, 2021, the following changes occurred in long-term liabilities:

	Beginning Balance	Bonds and Notes Issued	Bonds and Notes Redeemed	Other Increases	Other Decreases	Ending Balance	Due Within One Year
<b>Governmental Activities:</b>							
Long-term bonds payable.....	\$ 61,000,000	\$ 20,585,000	\$ (9,610,000)	\$ -	\$ -	\$ 71,975,000	\$ 3,421,000
Long-term direct borrowing payable.....	3,684,038	277,500	(529,037)	-	-	3,432,501	518,470
Add: Unamortized premium on bonds.....	3,043,937	1,770,930	(315,029)	-	-	4,499,838	441,809
Total bonds payable.....	67,727,975	22,633,430	(10,454,066)	-	-	79,907,339	4,381,279
Capital lease obligations.....	-	-	-	1,495,697	-	1,495,697	359,385
Compensated absences.....	5,639,000	-	-	3,610,000	(2,624,000)	6,625,000	3,364,000
Workers' compensation.....	723,000	-	-	697,000	(723,000)	697,000	697,000
Net pension liability.....	137,604,549	-	-	6,493,525	(10,675,811)	133,422,263	-
Net other postemployment benefits.....	102,203,528	-	-	9,989,619	(9,111,314)	103,081,833	-
Total governmental activity							
long-term liabilities.....	\$ 313,898,052	\$ 22,633,430	\$ (10,454,066)	\$ 22,285,841	\$ (23,134,125)	\$ 325,229,132	\$ 8,801,664

Compensated absence liabilities, net pension liabilities, and other postemployment benefit liabilities related to governmental activities are normally paid from the general fund.

### NOTE 9 – GOVERNMENTAL FUND BALANCE CLASSIFICATIONS

The Town has adopted GASB Statement No. 54 *Fund Balance Reporting and Governmental Fund Types Definitions*. The intention of the GASB is to provide a more structured classification of fund balance and to improve the usefulness of fund balance reporting to the users of the Town's financial statements. The reporting standard establishes a hierarchy for fund balance classification and the constraints imposed on the uses of those resources.

GASB 54 provides for two major types of fund balance, which are nonspendable and spendable. Nonspendable fund balances are balances that cannot be spent because they are not expected to be converted to cash or they are legally or contractually required to remain intact. Examples of this classification are prepaid items, inventories, and principal (corpus) of an endowment fund. The Town has reported principal portions of endowment funds as nonspendable.

In addition to the nonspendable fund balances, GASB 54 has provided a hierarchy of spendable fund balances, based on a hierarchy of spending constraints.

- Restricted: fund balances that are constrained by external parties, constitutional provisions, or enabling legislation.



- Committed: fund balances that contain self-imposed constraints of the government from its highest level of decision-making authority.
- Assigned: fund balances that contain self-imposed constraints of the government to be used for a particular purpose.
- Unassigned: fund balance of the general fund that is not constrained for any particular purpose.

The Town's spending policy is to spend restricted fund balance first, followed by committed, assigned and unassigned fund balance. Most governmental funds are designated for one purpose at the time of their creation. Therefore, any expenditure from the fund will be allocated to the applicable fund balance classifications in the order of the aforementioned spending policy. The general fund and certain other funds may have more than one purpose.

Massachusetts General Law Ch.40 §5B allows for the establishment of Stabilization funds for one or more different purposes. The creation of a fund requires a two-thirds vote of the legislative body and must clearly define the purpose of the fund. Any changes to the purpose of the fund along with any additions to or appropriations from the fund required a two-thirds vote of the legislative body. At year-end, the balance of the General Stabilization fund is \$10.9 million and is reported as unassigned fund balance within the General Fund.

As of June 30, 2021, the governmental fund balances are presented on the following page:

	General	Public Works Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>Fund Balances:</b>				
<b>Nonspendable:</b>				
Permanent fund principal.....	\$ -	\$ -	\$ 713,871	\$ 713,871
<b>Restricted for:</b>				
Public works capital projects.....	-	18,400,737	-	18,400,737
Town revolving funds.....	-	-	3,629,070	3,629,070
School revolving funds.....	-	-	2,106,618	2,106,618
Town gifts.....	-	-	392,393	392,393
School gifts.....	-	-	36,657	36,657
School activity programs.....	-	-	386,607	386,607
Federal grants.....	-	-	1,584,950	1,584,950
Special purposes funds.....	-	-	606,464	606,464
State & local grants.....	-	-	4,031,572	4,031,572
Town capital projects.....	-	-	40,871	40,871
School capital projects.....	-	-	41,056	41,056
Town libraries.....	-	-	936	936
Cemetery perpetual care.....	-	-	444,166	444,166
<b>Committed to:</b>				
<b>Articles and continuing appropriations:</b>				
Town administration/select board.....	57,318	-	-	57,318
Management information systems.....	68,000	-	-	68,000
Planning board.....	105,957	-	-	105,957
Police department.....	122,042	-	-	122,042
Fire department.....	309,808	-	-	309,808
Education.....	1,188,912	-	-	1,188,912
Public works.....	1,623,100	-	-	1,623,100
Culture and recreation.....	65,000	-	-	65,000
<b>Assigned to:</b>				
Town meeting & reports.....	242	-	-	242
Accounting.....	306	-	-	306
Assessors.....	155,370	-	-	155,370
Treasurer/Collector.....	538	-	-	538
Central administration.....	17,463	-	-	17,463
Legal Expenses.....	625	-	-	625
Human resources.....	75	-	-	75
Management information systems.....	10,120	-	-	10,120
Planning board.....	18,795	-	-	18,795
Negotiated settlements.....	287,245	-	-	287,245
Police department.....	60,020	-	-	60,020
Fire department.....	58,377	-	-	58,377
Building department.....	503	-	-	503
Education.....	3,005,054	-	-	3,005,054
Public works.....	815,945	-	-	815,945
Rubbish and garbage.....	53,000	-	-	53,000
Street light.....	191,099	-	-	191,099
Board of health.....	3,604	-	-	3,604
Youth and family services.....	1,075	-	-	1,075
Library.....	879	-	-	879
Recreation.....	48,783	-	-	48,783
Historical commission.....	4,200	-	-	4,200
Employee benefits.....	84,000	-	-	84,000
FY22 capital budget.....	3,459,864	-	-	3,459,864
Unassigned.....	38,317,801	-	-	38,317,801
<b>Total Fund Balances.....</b>	<b>\$ 50,135,120</b>	<b>\$ 18,400,737</b>	<b>\$ 14,015,231</b>	<b>\$ 82,551,088</b>

**NOTE 10 - PENSION PLAN***Plan Descriptions*

The Town is a member of the Middlesex County Retirement System (System), a cost-sharing multiple-employer defined benefit pension plan covering eligible employees of the member units. The system is administered by the Middlesex Retirement Board (the "Board") on behalf of all current employees and retirees except for current teachers and retired teachers. Chapter 32 of MGL assigns authority to establish and amend benefit provisions of the plan. The audited financial report may be obtained by visiting <http://middlesexretirement.org>.

The Town is a member of the Massachusetts Teachers' Retirement System (MTRS), a cost-sharing multi-employer defined benefit plan. MTRS is managed by the Commonwealth of Massachusetts (Commonwealth) on behalf of municipal teachers and municipal teacher retirees. The Commonwealth is a nonemployer contributor and is responsible for 100% of the contributions and future benefit requirement of the MTRS. The MTRS covers certified teachers in cities (except Boston), towns, regional school districts, charter schools, education collaboratives and Quincy College. The MTRS is part of the Commonwealth's reporting entity and the audited financial report may be obtained by visiting <http://www.mass.gov/osc/publications-and-reports/financial-reports/>.

*Special Funding Situation*

The Commonwealth is a nonemployer contributor and is required by statute to make 100% of all actuarially determined employer contributions on behalf of the Town to the MTRS. Therefore, the Town is considered to be in a special funding situation as defined by GASB Statement No. 68, *Accounting and Financial Reporting for Pensions* and the Commonwealth is a nonemployer contributor in MTRS. Since the Town does not contribute directly to MTRS, there is no net pension liability to recognize. The total of the Commonwealth provided contributions have been allocated based on each employer's covered payroll to the total covered payroll of employers in MTRS as of the measurement date of June 30, 2020. The Town's portion of the collective pension expense, contributed by the Commonwealth, of \$17,486,847 is reported in the general fund as intergovernmental revenue and pension expense in the current year. The portion of the Commonwealth's collective net pension liability associated with the Town is \$141,577,478 as of the measurement date.

*Benefits Provided*

Both Systems provides retirement, disability, survivor and death benefits to plan members and beneficiaries. Massachusetts Contributory Retirement System benefits are, with certain minor exceptions, uniform from system to system. The System provides for retirement allowance benefits up to a maximum of 80% of a member's highest three-year average annual rate of regular compensation. For persons who became members on or after April 2, 2012, average salary is the average annual rate of regular compensation received during the five consecutive years that produce the highest average, or, if greater, during the last five years (whether or not consecutive) preceding retirement. Benefit payments are based upon a member's age, length of creditable service, level of compensation, and group classification. Members become vested after ten years of creditable service.

Employees who resign from service and who are not eligible to receive a retirement allowance or are under the age of 55 are entitled to request a refund of their accumulated total deductions. Survivor benefits are extended to eligible beneficiaries of members whose death occurs prior to or following retirement.

Cost-of-living adjustments granted between 1981 and 1997 and any increase in other benefits imposed by the Commonwealth's state law during those years are borne by the Commonwealth and are deposited into the pension fund. Cost-of-living adjustments granted after 1997 must be approved by the Board and are borne by the System. There were no changes in pension benefits since the last measurement date.

*Contributions*

Chapter 32 of the MGL governs the contributions of plan members and member units. Active plan members are required to contribute to the System at rates ranging from 5% to 9% of gross regular compensation with an additional 2% contribution required for compensation exceeding \$30,000. The percentage rate is keyed to the date upon which an employee's membership commences. The member units are required to pay into the System a legislatively mandated actuarial determined contribution that is apportioned among the employers based on active current payroll. The Town's proportionate share of the required contribution, which equaled its actual contribution for the year ended June 30, 2021, was \$10,675,811 and 28.62% of covered payroll, actuarially determined as an amount that, when combined with plan member contributions, is expected to finance the costs of benefits earned by plan members during the year, with an additional amount to finance any unfunded accrued liability.

*Pension Liabilities*

At June 30, 2021, the Town reported a liability of \$133,422,263 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2020, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of January 1, 2020. Accordingly, update procedures were used to roll forward the total pension liability to the measurement date. The Town's proportionate share of the net pension liability was based on a projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating members, actuarially determined. At December 31, 2020, the Town's proportion was 8.71%, which was an increase of 0.11% from the last measurement date.

*Pension Expense*

For the year ended June 30, 2021, the Town recognized a pension expense of \$16,213,513. At June 30, 2021, the Town reported deferred outflows and (inflows) of resources related to pensions of \$11,023,976 and (\$8,389,454), as follows:

The balances of deferred outflows and inflows at June 30, 2021, consist of the following:

Deferred Category	Deferred Outflows of Resources	Deferred Inflows of Resources	Total
Differences between expected and actual experience.....	\$ 2,440,244	\$ (157,890)	\$ 2,282,354
Difference between projected and actual earnings, net.....	-	(7,563,513)	(7,563,513)
Changes in assumptions.....	5,093,223	-	5,093,223
Changes in proportion and proportionate share of contributions...	3,490,509	(668,051)	2,822,458
Total deferred outflows/(inflows) of resources.....	\$ 11,023,976	\$ (8,389,454)	\$ 2,634,522



The Town's net deferred inflows (outflows) of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:

2022.....	\$	2,009,237
2023.....		1,901,187
2024.....		(109,644)
2025.....		<u>(1,166,258)</u>
Total.....	\$	<u>2,634,522</u>

### Actuarial Assumptions

The total pension liability in the January 1, 2020 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement that was updated to December 31, 2020.

Valuation date.....	January 1, 2020
Actuarial cost method.....	Entry Age Normal Cost Method.
Amortization method.....	Prior year's total contribution increased by 6.50% for fiscal 2022 through fiscal 2028, and thereafter the remaining unfunded liability will be amortized on a 4.00% annual increasing basis; ERI liability amortized in level payments.
Remaining amortization period.....	17 years from July 1, 2018 for non-ERI liability, 1 year from July 1, 2018 for 2002 ERI, 2 years from July 1, 2018, for 2033 ERI, and 4 years from July 1, 2018 for 2010 ERI.
Asset valuation method.....	The difference between the expected return and the actual investment return on a market value basis is recognized over a five year period. Asset value is adjusted as necessary to be within 20% of the market value.
Investment rate of return/Discount rate.....	7.30%, net of pension plan investment expense, including inflation.
Projected salary increases.....	Varies by length of service with ultimate rates of 4.00% for Group 1, 4.25% for Group 2 and 4.50% for Group 4.
Cost of living adjustments.....	3.00% of the first \$16,000 of retirement income.
Mortality rates:	
Pre-Retirement.....	The RP-2014 Blue Collar Employee Mortality Table projected generationally with Scale MP-2017.
Healthy Retiree.....	The RP-2014 Blue Collar Healthy Annuitant Mortality Table projected generationally with Scale MP-2017.
Disabled Retiree.....	The RP-2014 Blue Collar Healthy Annuitant Mortality Table set forward one year and projected generationally with Scale MP-2017.

*Investment policy*

The pension plan's policy in regard to the allocation of invested assets is established by PRIT. Plan assets are managed on a total return basis with a long-term objective of achieving a fully funded status for the benefits provided through the pension plan.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of geometric real rates of return for each major asset class included in the pension plan's target asset allocation as of January 1, 2020, are summarized in the following table:

Asset Class	Long-Term Expected Asset Allocation	Long-Term Expected Real Rate of Return
Domestic equity.....	22.00%	6.28%
International developed markets equity..	12.00%	7.00%
International emerging markets equity...	5.00%	8.82%
Core fixed income.....	15.00%	0.83%
High-yield fixed income.....	8.00%	2.97%
Real estate.....	10.00%	3.50%
Timber.....	4.00%	3.45%
Hedge funds, GTAA, risk parity.....	10.00%	2.35%
Private equity.....	14.00%	10.11%
Total.....	100.00%	

*Rate of return*

For the year ended December 31, 2020, the annual money-weighted rate of return on pension plan investments, net of pension plan investment expenses, was 12.26%. The money-weighted rate of return expresses investment performance, net of investment expenses, adjusted for the changing amount actually invested.

*Discount rate*

The discount rate used to measure the total pension liability was 7.30%. The projection of cash flows used to determine the discount rate assumed plan member contributions will be made at the current contribution rate and that contributions will be made at rates equal to the actuarially determined contribution rate. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

*Sensitivity of the net pension liability to changes in the discount rate*

The following presents the net pension liability, calculated using the discount rate of 7.30% as well as what the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.30%) or 1-percentage-point higher (8.30%) than the current rate:

	1% Decrease (6.30%)	Current Discount (7.30%)	1% Increase (8.30%)
The Town's proportionate share of the net pension liability.....	\$ 166,258,508	\$ 133,422,263	\$ 105,796,498

*Pension plan fiduciary net position*

Detailed information about the pension plan's fiduciary net position is available in the separately issued Middlesex County Retirement System financial report.

*Changes in Assumptions*

None.

*Changes in Plan Provisions*

None.

**NOTE 11 - RISK FINANCING**

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance. The amount of claim settlements has not exceeded insurance coverage in any of the previous four years.

The Town is self-insured for approximately 90% of its health insurance and 100% of its workers' compensation activities. The self-insured health insurance activities are accounted for in the Internal Service Fund. Workers' compensation activities are accounted for in the General Fund. Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities include an amount for claims that have been incurred but not reported (IBNR) that includes non-incremental claims adjustments. The result of the process to estimate the claims liability is not an exact amount as it depends on many factors. Accordingly, claims are reevaluated periodically to consider the effects of inflation, recent claims settlement trends, and other economic and social factors.

(a) *Health Insurance*

Approximately 10% of the Town's health insurance activities are premium based plans. The remaining 90% of employee health insurance claims are administered by a third party administrator and were funded from the Town's Internal Service Fund. The Town purchases individual stop loss insurance for claims in excess of the \$100,000 coverage. The estimate of IBNR claims is based on a historical trend analysis and recent trends and represents approximately 1.3 months of average claims experience.

	Balance at Beginning of Year	Current Year Claims and Changes in Estimate	Claims Payments	Balance at Year-End Currently Due
2020.....	\$ 1,324,144	\$ 13,762,631	\$ (13,645,932)	\$ 1,440,843
2021.....	1,440,843	14,193,602	(14,315,354)	1,319,091

(b) *Workers' Compensation*

Workers' compensation claims are administered by a third party administrator and are funded on a pay-as-you-go basis from annual appropriations. The Town estimates its IBNR claims based on history and injury type. At June 30, 2021, the amount of the liability for workers' compensation claims totaled \$697,000. Changes in the reported liability are as follows:

	Balance at Beginning of Year	Current Year Claims and Changes in Estimate	Claims Payments	Balance at Year-End	Current Portion
2020.....	\$ 726,000	\$ 509,000	\$ (512,000)	\$ 723,000	\$ 723,000
2021.....	723,000	519,000	(545,000)	697,000	697,000

Except for the internal service fund, all other claims and judgement and other similar liabilities are liquidated by the general fund.

**NOTE 12 – POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS***Plan Description*

The Town of Burlington administers a single-employer defined benefit healthcare plan ("the Retiree Health Plan"). The plan provides lifetime healthcare insurance for eligible retirees and their spouses through the insurance plan, which covers both active and retired members. Chapter 32B of the MGL assigns authority to establish and amend benefit provisions of the plan. Benefit provisions are negotiated between the Town and the unions representing Town employees and are renegotiated each bargaining period. The Retiree Health Plan does not issue a publicly available financial report.

*Funding Policy*

Contribution requirements are also negotiated between the Town and union representatives. The required contribution is based on a pay-as-you-go financing requirement. The Town contributes 80% of the cost of current-year premiums for eligible retired plan members and their spouses. Plan members receiving benefits contribute



20% of their premium costs. For the year ended June 30, 2021, the Town contributed \$5,875,632 million to the plan.

The Commonwealth of Massachusetts passed special legislation that has allowed the Town to establish a postemployment benefit trust fund and to enable the Town to raise taxes necessary to begin pre-funding its OPEB liabilities. The Town has named the Health Care Security Board of Trustees (HCSBT) as Trustees of the OPEB Fund and as such has authorized the OPEB Trust Funds to be invested entirely in the State Retirement Benefits Trust Fund (SRBT Fund). Massachusetts General Law directs the HSCBT to invest the SRBT Fund in the Pension Reserves Investment Trust (PRIT) Fund. The Trustees have adopted a trust agreement detailing their duties and responsibilities as Trustees. The PRIT Fund is subject to oversight by the Pension Reserves Investment Management Board (PRIM) Board. A nine member Board of Trustees governs the PRIM Board. The Board of Trustees has the authority to employ an Executive Director, outside investment managers, custodians, consultants, and others as it deems necessary to formulate policies and procedures and to take such other actions as necessary and appropriate to manage the assets of the PRIT Fund.

During 2021, the Town pre-funded future OPEB liabilities totaling \$779,957 by contributing funds to the OPEB trust fund in excess of the pay-as-you-go required contribution. These funds are reported within the Fiduciary Fund financial statements. As of June 30, 2021, the net position of the OPEB trust fund totaled \$12,568,122.

#### *Investment policy*

The Town's policy in regard to the allocation of invested assets is established and may be amended by the Select Board by a majority vote of its members. The OPEB plan's assets are managed on a total return basis with a long-term objective of achieving and maintaining a fully funded status for the benefits provided through the OPEB plan. The long-term real rate of return on OPEB investments was determined using the Town's investment policy.

#### *Employees Covered by Benefit Terms*

The following table represents the Plan's membership at June 30, 2021:

Active members.....	632
Inactive members currently receiving benefits.....	<u>870</u>
Total.....	<u><u>1,502</u></u>

#### *Components of OPEB Liability*

The following table represents the components of the Plan's OPEB liability as of June 30, 2021:

Total OPEB liability.....	\$ 115,649,955
Less: OPEB plan's fiduciary net position.....	<u>(12,568,122)</u>
Net OPEB liability.....	<u><u>\$ 103,081,833</u></u>
The OPEB plan's fiduciary net position as a percentage of the total OPEB liability.....	10.87%

*Significant Actuarial Methods and Assumptions*

The total OPEB liability in the December 31, 2020 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified, that was updated to June 30, 2021.

Valuation date.....	Actuarially determined contribution for fiscal year ending June 30, 2021 was determined with the December 31, 2020 actuarial valuation.
Actuarial cost method.....	Individual Entry Age Normal - Level percentage of payroll.
Amortization method.....	Payments increase 3.25% per year.
Remaining amortization period.....	25 years from December 31, 2020
Asset valuation method.....	Market Value
Investment rate of return.....	7.00%
Discount rate.....	7.00% as of June 30, 2021 and 7.25% as of June 30, 2020.
Inflation rate.....	3.25%
Salary increases.....	6.00% decreasing to 4.00% based on service for Group 1 and Group 2 7.50% decreasing to 4.00% based on service for Teachers 7.00% decreasing to 4.50% based on service for Group 4
Health care trend rates.....	Non-Medicare: 7.00% decreasing by 0.25% for 10 years to an ultimate level of 4.50% per year. Medicare: 7.50% decreasing by 0.25% for 12 years to an ultimate level of 4.50% per year. Administrative expense: 3.00%. Medicare Part B: 4.50%. Contributions: Retiree contributions are expected to increase with medical trend.
Mortality rates.....	Pre-Retirement (non-Teachers): RP-2014 Blue Collar Employee Mortality Table projected generationally using Scale MP-2017.  Healthy Retiree (non-Teachers): - RP-2014 Blue Collar Healthy Annuitant Mortality Table projected generationally using Scale MP-2017.  Disabled Retiree (non-Teachers): -RP-2014 Blue Collar Healthy Annuitant Mortality Table set forward one year projected generationally using Scale MP-2017.  Pre-Retirement (Teachers): Pub-2010 Teacher Employee Mortality Table (headcount weighted) projected generationally with Scale MP-2020.  Healthy Retiree (Teachers): Pub-2010 Teacher Retiree Mortality Table (headcount weighted) projected generationally with Scale MP-2020.  Disabled Retiree (Teachers): Pub-2010 Teacher Retiree Mortality Table (headcount weighted) projected generationally with Scale MP-2020.

*Rate of return*

For the year ended June 30, 2021, the annual money-weighted rate of return on investments, net of investment expense, was 20.92%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return of by weighting the expected future real rates of return by the target

asset allocation percentage and by adding expected inflation. The Plan's expected future real rate of return is added to the expected inflation to produce the long-term expected nominal rate of return. Best estimates of arithmetic real rates of return for each major asset class included in the OPEB plan's target asset allocation as of June 30, 2021 are summarized in the following table.

Asset Class	Long-Term Expected Asset Allocation	Long-Term Expected Real Rate of Return
Domestic equity.....	22.00%	6.28%
International developed markets equity.....	12.00%	7.00%
International emerging markets equity.....	5.00%	8.82%
Core fixed income.....	15.00%	0.38%
High-yield fixed income.....	8.00%	2.97%
Real estate.....	10.00%	3.50%
Commodities.....	4.00%	3.45%
Hedge fund, GTAA, risk parity.....	10.00%	2.35%
Private equity.....	14.00%	10.11%
Total.....	100.00%	

#### Discount rate

The discount rate used to measure the total OPEB liability was 7.00% as of June 30, 2021 and 7.25% as of June 30, 2020. The projection of cash flows used to determine the discount rate assumed that contributions will be made in accordance with the Plan's funding policy. Based on those assumptions, the OPEB plan's fiduciary net position was projected to be sufficient to make all projected benefit payments to current plan members. Therefore the long-term expected rate of return on the OPEB plan assets was applied to projected future benefits payments.

#### Sensitivity of the Net OPEB Liability to Changes in the Discount Rate

The following table presents the net other postemployment benefit liability and service cost, calculated using the discount rate of 7.00%, as well as what the net other postemployment benefit liability and service cost would be if it were calculated using a discount rate that is 1-percentage-point lower (6.00%) or 1-percentage-point higher (8.00%) than the current rate.

	1% Decrease (6.00%)	Current Discount Rate (7.00%)	1% Increase (8.00%)
Net OPEB liability.....	\$ 117,788,918	\$ 103,081,833	\$ 90,869,141

#### Sensitivity of the Net OPEB Liability to Changes in the Healthcare Trend

The following table presents the net other postemployment benefit liability and service cost, calculated using the current healthcare trend rate of 7.00%, as well as what the net other postemployment benefit liability and service cost would be if it were calculated using a healthcare trend rate that is 1-percentage-point lower or 1-percentage-point higher.

	1% Decrease	Current Trend	1% Increase
Net OPEB liability.....	\$ 89,345,250	\$ 103,081,833	\$ 119,977,393

*Summary of Significant Accounting Policies*

For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the Plan and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, the Plan recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value, except for money market investments and participating interest-earning investment contracts (repurchase agreements) that have a maturity at the time of purchase of one year or less, which are reported at cost.

*Changes in the Net OPEB Liability*

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) - (b)
Measurement date at June 30, 2020.....	\$ 111,829,472	\$ 9,625,944	\$ 102,203,528
Changes for the year:			
Service cost.....	2,531,670	-	2,531,670
Interest.....	8,109,696	-	8,109,696
Changes of benefit terms.....	(397,909)	-	(397,909)
Differences between expected and actual experience.....	1,572,244	-	1,572,244
Changes of assumptions.....	(2,899,543)	-	(2,899,543)
Contributions - employer.....	-	5,875,632	(5,875,632)
Net investment income.....	-	2,162,221	(2,162,221)
Benefit payments.....	(5,095,675)	(5,095,675)	-
Net change.....	3,820,483	2,942,178	878,305
Measurement date at June 30, 2021.....	\$ 115,649,955	\$ 12,568,122	\$ 103,081,833

*OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB*

For the year ended June 30, 2021, the GASB Statement #75 measurement date, the Town recognized OPEB expense of \$9,111,314 million. At June 30, 2021, the Town reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources.

Deferred Category	Deferred Outflows of Resources	Deferred Inflows of Resources	Total
Differences between expected and actual experience.....	\$ 2,172,726	\$ -	\$ 2,172,726
Difference between projected and actual earnings, net.....	-	(879,303)	(879,303)
Changes in assumptions.....	342,936	(3,864,381)	(3,521,445)
Total deferred outflows/(inflows) of resources.....	\$ 2,515,662	\$ (4,743,684)	\$ (2,228,022)



Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Measurement date year ended June 30:

2022.....	\$	(405,985)
2023.....		(353,174)
2024.....		(377,194)
2025.....		(870,453)
2026.....		<u>(221,216)</u>
Total.....	\$	<u><u>(2,228,022)</u></u>

*Changes of Assumptions*

- The per capital health costs and contributions were updated to reflect current experience.
- The trend assumptions were revised to reflect future expectations.
- The mortality assumptions for teachers were updated.
- The active enrollment assumption was updated.
- The life insurance coverage assumption was updated.
- The expected return on assets and discount rate were decreased from 7.25% to 7.00%.

*Changes in Plan Provisions*

- Effective January 1, 2020, the Town of Burlington began offering a Harvard Pilgrim High Deductible Health Plan with HSA.

**NOTE 13 - COMMITMENTS**

The Town is committed to expend \$14,725,000 for the various projects listed below:

<u>Purpose</u>	<u>Amount</u>
Fire Station Construction.....	\$ 225,000
MWRA.....	4,600,000
Phase 2 MWRA Water Connection.....	<u>9,900,000</u>
Total.....	\$ <u><u>14,725,000</u></u>

**NOTE 14 - CONTINGENCIES**

The Town participates in a number of federal award programs. Although the grant programs have been audited in accordance with the provisions of the Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, these programs are still subject to financial and compliance audits. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time, although it is expected such amounts, if any, to be immaterial.

Various legal actions and claims are pending. Litigation is subject to many uncertainties, and the outcome of individual litigated matters is not always predictable. Although the amount of liability, if any, at June 30, 2021, cannot be ascertained, management believes any resulting liability should not materially affect the financial position at June 30, 2021.

#### NOTE 15 – COVID-19

On March 10, 2020, the Massachusetts Governor declared a state of emergency in response to the coronavirus outbreak. The World Health Organization officially declared the novel Coronavirus (COVID-19) a pandemic the following day. In an attempt to slow the spread of COVID-19, governments issued various stay at home orders that caused global economic shutdowns and substantial financial market impact. Starting in March 2020, the Governor continued to issue orders allowing governments to operate and carry out essential functions safely. These included modifying the state's Open Meeting Law, issuing a stay-at-home order, and introducing a phased approach to reopening State businesses. The Town is considered an essential business and although it was closed to the public for a period of time, departments remained operational and most employees continued to perform their daily duties.

On March 27, 2020 the United States Federal Government established the Coronavirus Aid, Relief and Economic Security (CARES) Act in response to the economic downfall caused by the COVID-19 pandemic. This Act requires that the payment from these funds be used only to cover expenses that; are necessary expenditures incurred due to the public health emergency with respect COVID-19. The Commonwealth and communities throughout the Commonwealth were awarded a portion of this federal funding. In addition to funding from the CARES Act, there are several other federal and state grants available.

The American Rescue Plan (ARP) Act of 2021, Public Laws 117-2, was enacted on March 11, 2021. The ARP Act provides additional funding for Municipalities to respond to the COVID-19 pandemic.

The full extent of the financial impact cannot be determined as of the date of the financial statements.

#### NOTE 16 – REVISION OF NET POSITION PREVIOUSLY REPORTED

Beginning net position of the governmental activities and the nonmajor governmental fund have been revised to reflect the implementation of GASB Statement #84. The revised balances are summarized in the following table:

	06/30/2020 Previously Reported Balances	Implementation of GASB Statement #84 Fiduciary Funds	06/30/2020 Revised Balances
<b>Government-Wide Financial Statements</b>			
Governmental activities.....	\$ (26,213,493)	\$ (262,277)	\$ (26,475,770)
<b>Governmental Funds</b>			
Town revolving funds.....	\$ 2,111,513	\$ (331,955)	\$ 1,779,558
School revolving funds.....	954,017	69,678	1,023,695
Total.....	\$ 3,065,530	\$ (262,277)	\$ 2,803,253

**NOTE 17 – SUBSEQUENT EVENTS**

Management has evaluated subsequent events through December 21, 2021, which is the date the financial statements were available to be issued.

**NOTE 18 - IMPLEMENTATION OF NEW GASB PRONOUNCEMENTS**

- GASB Statement #84, *Fiduciary Activities*. The basic financial statements and related notes were updated to be in compliance with this pronouncement.
- GASB Statement #90, *Majority Equity Interests – an amendment of GASB Statements #14 and #61*. This pronouncement did not impact the basic financial statements.
- GASB Statement #98, *The Annual Comprehensive Financial Report*. The basic financial statements and related notes were updated to be in compliance with this pronouncement.

The following GASB pronouncements will be implemented in the future:

- The GASB issued Statement #87, *Leases*, which is required to be implemented in 2022.
- The GASB issued Statement #89, *Accounting for Interest Cost Incurred before the End of a Construction Period*, which is required to be implemented in 2022.
- The GASB issued Statement #91, *Conduit Debt Obligations*, which is required to be implemented in 2023.
- The GASB issued Statement #92, *Omnibus 2020*, which is required to be implemented in 2022.
- The GASB issued Statement #93, *Replacement of Interbank Offered Rates*, which is required to be implemented in 2022.
- The GASB issued Statement #94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, which is required to be implemented in 2023.
- The GASB issued Statement #96, *Subscription-Based Information Technology Arrangements*, which is required to be implemented in 2023.
- The GASB issued Statement #97, *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans – an amendment of GASB Statements No. 14 and No. 84, and a supersession of GASB Statement No. 32*, which is required to be implemented in 2022.

Management is currently assessing the impact the implementation of these pronouncements will have on the basic financial statements.

# *Required Supplementary Information*



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# *General Fund*

## *Budgetary Comparison Schedule*

The General Fund is the general operating fund of the Town. It is used to account for all the financial resources, except those required to be accounted for in another fund.

**GENERAL FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -**  
**BUDGET AND ACTUAL**

YEAR ENDED JUNE 30, 2021

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
	Original Budget	Final Budget			
<b>REVENUES</b>					
Real estate and personal property taxes, net of tax refunds.....	\$ 122,791,810	\$ 122,791,810	\$ 123,786,053	\$ -	\$ 994,243
Tax liens	-	-	236,777	-	236,777
Motor vehicle and other excise taxes.....	4,100,515	4,100,515	4,566,602	-	466,087
Hotel, motel, and meals tax	2,660,000	2,660,000	2,438,799	-	(221,201)
Ambulance.....	725,000	725,000	512,041	-	(212,959)
Water charges	3,665,000	3,665,000	3,587,555	-	(77,445)
Penalties and interest on taxes.....	245,000	245,000	369,596	-	124,596
Fees and rentals..	400,000	400,000	552,757	-	152,757
Payments in lieu of taxes	520,000	520,000	521,081	-	1,081
Licenses and permits	1,000,000	1,000,000	1,440,711	-	440,711
Intergovernmental	9,956,805	9,956,805	9,907,278	-	(49,527)
Departmental and other	850,000	850,000	914,714	-	64,714
Investment income	200,000	200,000	311,986	-	111,986
Miscellaneous	230,000	230,000	173,684	-	(56,316)
 TOTAL REVENUES.....	 147,344,130	 147,344,130	 149,319,634	 -	 1,975,504
<b>EXPENDITURES:</b>					
<b>GENERAL GOVERNMENT</b>					
<b>TOWN MEETING &amp; REPORTS</b>					
Salaries.....	3,395	3,394	3,358	-	36
Expenses	12,575	12,575	11,565	242	768
TOTAL	15,970	15,969	14,923	242	804
 <b>WAYS AND MEANS</b>					
Salaries	8,244	8,244	6,545	-	1,699
Expenses	21,486	273	-	-	273
TOTAL.....	29,730	8,517	6,545	-	1,972
 <b>TOWN ADMINISTRATION/ SELECT BOARD</b>					
Salaries	591,867	597,974	597,974	-	-
Expenses	62,965	57,964	57,964	-	-
Special accounts	20,237	20,238	19,864	-	374
Capital Articles	69,642	69,643	12,325	57,318	-
TOTAL	744,711	745,819	688,127	57,318	374
 <b>ACCOUNTING</b>					
Salaries	443,568	423,741	423,209	-	532
Expenses	9,445	9,445	4,984	306	4,155
TOTAL.....	453,013	433,186	428,193	306	4,687
 <b>ASSESSORS</b>					
Salaries	338,547	324,153	304,456	-	19,697
Expenses.....	121,129	121,129	107,105	10,053	3,971
Capital Articles.....	150,000	150,000	4,683	145,317	-
TOTAL	609,676	595,282	416,244	155,370	23,668
 <b>TREASURER/ COLLECTOR</b>					
Salaries	717,560	672,560	656,614	-	15,946
Expenses.....	27,350	27,350	12,837	538	13,975
Special accounts.....	100	100	-	-	100
TOTAL	745,010	700,010	669,451	538	30,021
 <b>CENTRAL ADMINISTRATION</b>					
Central supply.....	113,203	113,203	113,203	-	-
Central machines.....	26,550	26,550	20,557	5,993	-
Town insurance.....	1,106,273	1,106,273	1,106,273	-	-
Financial audit.....	88,000	68,000	55,880	11,470	650
TOTAL	1,334,026	1,314,026	1,295,913	17,463	650
 <b>LEGAL</b>					
Legal expenses.....	202,000	202,000	150,102	625	51,273
 <b>HUMAN RESOURCES</b>					
Salaries	137,737	141,623	139,915	-	1,708
Expenses	4,390	4,390	3,107	-	1,283
Special accounts....	14,688	14,688	13,326	75	1,287
TOTAL	156,815	160,701	156,348	75	4,278

(Continued)

**GENERAL FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -**  
**BUDGET AND ACTUAL**

YEAR ENDED JUNE 30, 2021

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
	Original Budget	Final Budget			
MANAGEMENT INFORMATION SYSTEMS					
Salaries.....	355,004	346,051	344,483	-	1,568
Expenses.....	308,358	308,358	296,410	10,120	1,828
Capital Articles.....	68,000	68,000	-	68,000	-
TOTAL.....	731,362	722,409	640,893	78,120	3,396
TOWN CLERK					
Salaries.....	341,058	344,041	344,041	-	-
Expenses.....	20,108	20,108	20,101	-	7
Special accounts.....	83,607	83,607	83,607	-	-
Capital Articles.....	6,420	30,615	30,615	-	-
TOTAL.....	451,193	478,371	478,364	-	7
REGISTRAR OF VOTERS					
Salaries.....	1,250	1,250	1,150	-	100
Expenses.....	10,854	10,854	10,277	-	577
TOTAL.....	12,104	12,104	11,427	-	677
CONSERVATION					
Salaries.....	234,175	238,897	230,097	-	8,800
Expenses.....	10,189	10,188	2,190	-	7,998
Special accounts.....	18,800	18,800	11,895	-	6,905
Capital Articles.....	5,326	-	-	-	-
TOTAL.....	268,490	267,885	244,182	-	23,703
PLANNING BOARD					
Salaries.....	325,719	327,228	317,967	906	8,355
Expenses.....	45,250	45,249	13,477	17,889	13,883
Capital Articles.....	106,231	106,231	274	105,957	-
TOTAL.....	477,200	478,708	331,718	124,752	22,238
BOARD OF APPEALS					
Salaries.....	13,481	13,481	13,481	-	-
Expenses.....	250	250	105	-	145
TOTAL.....	13,731	13,731	13,586	-	145
NEGOTIATED SETTLEMENTS.....	1,023,800	595,940	308,675	287,245	20
Total General Government.....	7,268,831	6,744,658	5,854,691	722,054	167,913
PUBLIC SAFETY					
POLICE DEPARTMENT					
Salaries.....	8,292,513	8,395,426	8,388,685	-	6,741
Expenses.....	657,039	657,040	571,018	46,357	39,665
Special accounts.....	337,432	337,432	316,187	13,663	7,582
Capital Articles.....	215,439	215,439	53,397	122,042	-
TOTAL.....	9,502,423	9,605,337	9,369,287	182,062	53,988
FIRE DEPARTMENT					
Salaries.....	7,869,670	8,051,239	8,051,239	-	-
Expenses.....	586,891	576,891	546,521	13,153	17,217
Special accounts.....	230,119	230,119	184,549	45,224	346
Capital Articles.....	360,689	635,998	326,190	309,808	-
TOTAL.....	9,047,369	9,494,247	9,108,499	368,185	17,563
BUILDING DEPARTMENT					
Salaries.....	700,099	675,403	656,645	-	18,758
Expenses.....	39,827	39,523	22,148	503	16,872
TOTAL.....	739,926	714,926	678,793	503	35,630
SEALER OF WEIGHTS					
Expenses.....	7,800	7,800	7,500	-	300

(Continued)



**GENERAL FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -**  
**BUDGET AND ACTUAL**

YEAR ENDED JUNE 30, 2021

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
	Original Budget	Final Budget			
<b>EMERGENCY MANAGEMENT SERVICE</b>					
Salaries	10,000	10,000	10,000	-	-
Expenses	8,100	8,100	8,081	-	19
Special accounts	5,500	5,500	5,500	-	-
<b>TOTAL</b>	<b>23,600</b>	<b>23,600</b>	<b>23,581</b>	<b>-</b>	<b>19</b>
<b>Total Public Safety</b>	<b>19,321,118</b>	<b>19,845,910</b>	<b>19,187,660</b>	<b>550,750</b>	<b>107,500</b>
<b>EDUCATION</b>					
<b>PUBLIC SCHOOLS</b>					
Salaries and expenditures	74,027,801	73,695,234	65,824,000	6,002,899	1,868,335
Capital articles	1,993,500	2,036,736	847,824	1,188,912	-
<b>TOTAL</b>	<b>76,021,301</b>	<b>75,731,970</b>	<b>66,671,824</b>	<b>7,191,811</b>	<b>1,868,335</b>
<b>REGIONAL SCHOOL ASSESSMENTS</b>	<b>2,733,797</b>	<b>2,733,797</b>	<b>2,682,952</b>	<b>-</b>	<b>50,845</b>
<b>Total Education</b>	<b>78,755,098</b>	<b>78,465,767</b>	<b>69,354,776</b>	<b>7,191,811</b>	<b>1,919,180</b>
<b>PUBLIC WORKS</b>					
Salaries	5,518,158	5,487,321	5,476,209	-	11,112
Expenses	3,795,399	4,119,884	3,235,053	814,088	70,743
Special accounts	460,641	460,641	446,369	1,857	12,415
Capital Articles	2,107,107	2,528,230	905,130	1,623,100	-
<b>TOTAL</b>	<b>11,881,305</b>	<b>12,596,076</b>	<b>10,062,761</b>	<b>2,439,045</b>	<b>94,270</b>
<b>SNOW AND ICE</b>					
Expenses	350,000	350,000	558,565	-	(208,565)
<b>RUBBISH AND GARBAGE</b>					
Expenses	2,241,140	2,241,140	2,178,191	53,000	9,949
<b>STREET LIGHT</b>					
Expenses	501,390	501,390	311,881	191,099	(1,590)
<b>DEP DRINKING WATER</b>					
Expenses	15,000	15,000	9,776	-	5,224
<b>Total Public Works</b>	<b>14,988,835</b>	<b>15,703,606</b>	<b>13,121,174</b>	<b>2,683,144</b>	<b>(100,712)</b>
<b>HUMAN SERVICES</b>					
<b>BOARD OF HEALTH</b>					
Salaries	542,949	568,596	501,174	-	67,422
Expenses	32,092	32,092	11,873	3,543	16,676
Special accounts	95,846	95,846	86,539	61	9,246
Capital Articles	9,963	-	-	-	-
<b>TOTAL</b>	<b>680,850</b>	<b>696,534</b>	<b>599,586</b>	<b>3,604</b>	<b>93,344</b>
<b>COUNCIL ON AGING</b>					
Salaries	407,243	385,841	385,841	-	-
Expenses	9,550	9,551	644	-	8,907
Special accounts	7,442	7,442	6,942	-	500
<b>TOTAL</b>	<b>424,235</b>	<b>402,834</b>	<b>393,427</b>	<b>-</b>	<b>9,407</b>
<b>VETERANS' SERVICES</b>					
Salaries	134,775	136,129	133,954	-	2,175
Expenses	4,929	4,929	3,038	-	1,891
Special accounts	113,700	113,700	112,908	-	792
<b>TOTAL</b>	<b>253,404</b>	<b>254,758</b>	<b>249,900</b>	<b>-</b>	<b>4,858</b>
<b>YOUTH AND FAMILY SERVICES</b>					
Salaries	454,729	449,868	406,945	300	42,623
Expenses	24,455	24,455	19,149	775	4,531
<b>TOTAL</b>	<b>479,184</b>	<b>474,323</b>	<b>426,094</b>	<b>1,075</b>	<b>47,154</b>
<b>DISABILITY ACCESS</b>					
Salaries	542	542	405	-	137
Expenses	400	400	-	-	400
<b>TOTAL</b>	<b>942</b>	<b>942</b>	<b>405</b>	<b>-</b>	<b>537</b>
<b>Total Human Services</b>	<b>1,838,615</b>	<b>1,829,391</b>	<b>1,669,412</b>	<b>4,679</b>	<b>155,300</b>

(Continued)

**GENERAL FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -**  
**BUDGET AND ACTUAL**

YEAR ENDED JUNE 30, 2021

	Budgeted Amounts		Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance to Final Budget
	Original Budget	Final Budget			
<b>CULTURE AND RECREATION</b>					
<b>PUBLIC LIBRARY</b>					
Salaries.....	1,357,783	1,334,374	1,278,712	-	55,662
Expenses.....	80,297	80,297	79,262	601	434
Special accounts.....	196,303	196,303	192,076	278	3,949
<b>TOTAL.....</b>	<b>1,634,383</b>	<b>1,610,974</b>	<b>1,550,050</b>	<b>879</b>	<b>60,045</b>
<b>RECREATION DEPARTMENT</b>					
Salaries.....	1,588,439	1,584,290	1,476,628	25,500	82,162
Expenses.....	324,380	324,380	298,552	9,333	16,495
Special accounts.....	18,768	18,768	3,698	13,950	1,120
Capital Articles.....	103,565	99,828	34,828	65,000	-
<b>TOTAL.....</b>	<b>2,035,152</b>	<b>2,027,266</b>	<b>1,813,706</b>	<b>113,783</b>	<b>99,777</b>
<b>HISTORICAL COMMISSION</b>					
Expenses.....	12,979	12,979	7,433	4,200	1,346
<b>Total Culture and Recreation.....</b>	<b>3,682,514</b>	<b>3,651,219</b>	<b>3,371,189</b>	<b>118,862</b>	<b>161,168</b>
<b>PENSION BENEFITS</b>					
County retirement.....	10,675,811	10,675,811	10,675,811	-	-
<b>EMPLOYEE BENEFITS</b>					
Health insurance.....	15,471,879	14,481,687	13,323,935	84,000	1,073,752
Medicare tax.....	1,219,091	1,200,128	1,161,854	-	38,274
Unemployment compensation.....	100,000	184,155	170,110	-	14,045
Pension Reimburse.....	1,256	1,256	-	-	1,256
<b>TOTAL.....</b>	<b>16,792,226</b>	<b>15,867,226</b>	<b>14,655,899</b>	<b>84,000</b>	<b>1,127,327</b>
<b>CAPITAL IMPROVEMENTS.....</b>	<b>400,000</b>	<b>400,000</b>	<b>399,021</b>	<b>-</b>	<b>979</b>
<b>RESERVE FUND.....</b>	<b>200,000</b>	<b>210,731</b>	<b>15,298</b>	<b>-</b>	<b>195,433</b>
<b>STATE AND COUNTY ASSESSMENTS.....</b>	<b>978,289</b>	<b>977,357</b>	<b>977,357</b>	<b>-</b>	<b>-</b>
<b>Debt service</b>					
Principal.....	4,803,634	3,648,634	3,511,772	-	138,862
Interest.....	2,200,743	2,200,743	2,194,210	-	6,533
<b>TOTAL EXPENDITURES.....</b>	<b>161,905,714</b>	<b>160,221,053</b>	<b>144,988,270</b>	<b>11,355,300</b>	<b>3,877,483</b>
<b>EXCESS (DEFICIENCY) OF REVENUES</b>					
<b>OVER (UNDER) EXPENDITURES.....</b>	<b>(14,561,584)</b>	<b>(12,876,923)</b>	<b>4,331,364</b>	<b>(11,355,300)</b>	<b>5,852,987</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Premium from issuance of bonds.....	-	-	117,539	-	117,539
Transfers in.....	689,000	927,149	927,149	-	-
Transfers out.....	(120,000)	(1,354,141)	(1,354,141)	-	-
<b>TOTAL OTHER FINANCING</b>					
<b>SOURCES (USES).....</b>	<b>569,000</b>	<b>(426,992)</b>	<b>(309,453)</b>	<b>-</b>	<b>117,539</b>
<b>NET CHANGE IN FUND BALANCE.....</b>	<b>(13,992,584)</b>	<b>(13,303,915)</b>	<b>4,021,911</b>	<b>(11,355,300)</b>	<b>5,970,526</b>
<b>BUDGETARY FUND BALANCE, Beginning of year.....</b>	<b>36,868,847</b>	<b>36,868,847</b>	<b>36,868,847</b>	<b>-</b>	<b>-</b>
<b>BUDGETARY FUND BALANCE, End of year.....</b>	<b>\$ 22,876,263</b>	<b>\$ 23,564,932</b>	<b>\$ 40,890,758</b>	<b>\$ (11,355,300)</b>	<b>\$ 5,970,526</b>

(Concluded)

See notes to required supplementary information

## *Pension Plan Schedules*

The Schedule of the Town's Proportionate Share of the Net Pension Liability presents multi-year trend information on the Town's net pension liability and related ratios.

The Schedule of Town's Contributions presents multi-year trend information on the Town's required and actual contributions to the pension plan and related ratios.

The Schedule of Special Funding Amounts of Net Pension Liability for the Massachusetts Teachers Contributory Retirement System presents multi-year trend information on the liability and expense assumed by the Commonwealth of Massachusetts on behalf of the Town along with related ratios.

These schedules are intended to present information for ten years. Until a ten-year trend is complied, information is presented for those years for which information is available.

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**SCHEDULE OF THE TOWN'S PROPORTIONATE SHARE  
OF THE NET PENSION LIABILITY  
MIDDLESEX COUNTY CONTRIBUTORY RETIREMENT SYSTEM**

<u>Year</u>	<u>Proportion of the net pension liability (asset)</u>	<u>Proportionate share of the net pension liability (asset)</u>	<u>Covered- payroll</u>	<u>Net pension liability as a percentage of covered- payroll</u>	<u>Plan fiduciary net position as a percentage of the total pension liability</u>
December 31, 2020.....	8.714%	\$ 133,422,263	\$ 36,934,043	361.24%	53.42%
December 31, 2019.....	8.600%	137,604,549	35,400,619	388.71%	49.45%
December 31, 2018.....	8.172%	127,441,167	33,783,442	377.23%	46.40%
December 31, 2017.....	8.270%	117,368,093	32,393,793	362.32%	49.27%
December 31, 2016.....	8.111%	114,929,674	31,361,657	366.47%	45.49%
December 31, 2015.....	8.105%	104,556,462	30,378,636	344.18%	46.13%
December 31, 2014.....	8.162%	98,053,205	29,210,227	335.68%	47.65%

Note: this schedule is intended to present information for 10 years.

Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

**SCHEDULE OF THE TOWN'S CONTRIBUTIONS  
MIDDLESEX COUNTY CONTRIBUTORY RETIREMENT SYSTEM**

Year	Actuarially determined contribution	Contributions in relation to the actuarially determined contribution	Contribution deficiency (excess)	Covered- payroll	Contributions as a percentage of covered- payroll
June 30, 2021.....	\$ 10,675,811	\$ (10,675,811)	\$ -	\$ 37,303,383	28.62%
June 30, 2020.....	10,023,321	(10,023,321)	-	35,754,625	28.03%
June 30, 2019.....	9,454,623	(9,454,623)	-	34,121,376	27.71%
June 30, 2018.....	8,877,933	(8,877,933)	-	33,409,166	26.57%
June 30, 2017.....	8,404,267	(8,404,267)	-	31,675,274	26.53%
June 30, 2016.....	7,895,297	(7,895,297)	-	30,682,442	25.73%
June 30, 2015.....	7,511,305	(7,511,305)	-	29,502,229	25.46%

Note: this schedule is intended to present information for 10 years.

Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

**SCHEDULE OF THE SPECIAL FUNDING AMOUNTS  
OF THE NET PENSION LIABILITY  
MASSACHUSETTS TEACHERS' RETIREMENT SYSTEM**

The Commonwealth of Massachusetts is a nonemployer contributor and is required by statute to make all actuarially determined employer contributions on behalf of the member employers which creates a special funding situation. Therefore, there is no net pension liability to recognize. This schedule discloses the Commonwealth's 100% share of the associated collective net pension liability; the portion of the collective pension expense as both a revenue and pension expense recognized; and the Plan's fiduciary net position as a percentage of the total liability.

Year	Commonwealth's 100% Share of the Associated Net Pension Liability	Expense and Revenue Recognized for the Commonwealth's Support	Plan Fiduciary Net Position as a Percentage of the Total Liability
2021..... \$	141,577,478	\$ 17,486,847	50.67%
2020.....	124,461,103	15,093,069	53.95%
2019.....	120,102,352	12,170,634	54.84%
2018.....	114,385,482	11,938,746	54.25%
2017.....	113,026,510	11,529,445	52.73%
2016.....	98,121,938	7,958,562	55.38%
2015.....	75,221,631	5,226,008	61.64%

Note: this schedule is intended to present information for 10 years.

Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

## ***Other Postemployment Benefits Plan Schedules***

The Schedule of Changes in the Town's Net Other Postemployment Benefit Liability and Related Ratios presents multi-year trend information on changes in the Plan's total OPEB liability, changes in the Plan's net position, and ending net OPEB liability. It also demonstrates the Plan's net position as a percentage of the total liability and the Plan's net other postemployment benefit liability as a percentage of covered-employee payroll.

The Schedule of the Town's Contributions presents multi-year trend information on the Town's actual contributions to the other postemployment benefit plan and related ratios.

The Schedule of Investment Returns presents multi-year trend information on the money-weighted investment return on the Plan's other postemployment assets, net of investment expenses.



**SCHEDULE OF CHANGES IN THE  
TOWN'S NET OPEB LIABILITY AND RELATED RATIOS  
OTHER POSTEMPLOYMENT BENEFIT PLAN**

	June 30, 2017	June 30, 2018	June 30, 2019	June 30, 2020	June 30, 2021
<b>Total OPEB Liability</b>					
Service Cost.....	\$ 2,029,964	\$ 2,101,013	\$ 2,174,548	\$ 2,504,177	\$ 2,531,670
Interest.....	7,074,192	7,410,905	7,744,557	7,876,841	8,109,696
Changes of benefit terms.....	-	-	(2,094,953)	-	(397,909)
Differences between expected and actual experience....	-	-	1,725,041	-	1,572,244
Changes of assumptions.....	-	-	685,874	(2,172,143)	(2,899,543)
Benefit payments.....	(4,508,617)	(4,869,350)	(5,316,110)	(5,042,629)	(5,095,675)
Net change in total OPEB liability.....	4,595,539	4,642,568	4,918,957	3,166,246	3,820,483
Total OPEB liability - beginning.....	94,506,162	99,101,701	103,744,269	108,663,226	111,829,472
Total OPEB liability - ending (a).....	<u>\$ 99,101,701</u>	<u>\$ 103,744,269</u>	<u>\$ 108,663,226</u>	<u>\$ 111,829,472</u>	<u>\$ 115,649,955</u>
<b>Plan fiduciary net position</b>					
Employer contributions.....	\$ 846,500	\$ 597,325	\$ 1,152,876	\$ 1,213,593	\$ 779,957
Employer contributions for OPEB payments.....	4,508,617	4,869,350	5,316,110	5,042,629	5,095,675
Net investment income.....	599,191	565,625	422,178	183,391	2,162,221
Benefit payments.....	(4,508,617)	(4,869,350)	(5,316,110)	(5,042,629)	(5,095,675)
Net change in plan fiduciary net position.....	1,445,691	1,162,950	1,575,054	1,396,984	2,942,178
Plan fiduciary net position - beginning of year.....	4,045,265	5,490,956	6,653,906	8,228,960	9,625,944
Plan fiduciary net position - end of year (b).....	<u>\$ 5,490,956</u>	<u>\$ 6,653,906</u>	<u>\$ 8,228,960</u>	<u>\$ 9,625,944</u>	<u>\$ 12,568,122</u>
<b>Net OPEB liability - ending (a)-(b).....</b>	<u>\$ 93,610,745</u>	<u>\$ 97,090,363</u>	<u>\$ 100,434,266</u>	<u>\$ 102,203,528</u>	<u>\$ 103,081,833</u>
Plan fiduciary net position as a percentage of the total OPEB liability.....	5.54%	6.41%	7.57%	8.61%	10.87%
Covered-employee payroll.....	\$ 59,098,583	\$ 61,874,961	\$ 64,525,649	\$ 69,728,752	\$ 59,560,972
Net OPEB liability as a percentage of covered-employee payroll.....	158.40%	156.91%	155.65%	146.57%	173.07%

Note: this schedule is intended to present information for 10 years.  
Until a 10-year trend is compiled, information is presented for those years for  
which information is available.

See notes to required supplementary information.

**SCHEDULE OF THE TOWN'S CONTRIBUTIONS  
OTHER POSTEMPLOYMENT BENEFIT PLAN**

Year	Actuarially determined contribution	Contributions in relation to the actuarially determined contribution	Contribution deficiency (excess)	Covered- employee payroll	Contributions as a percentage of covered- employee payroll
June 30, 2021.....	\$ 9,234,268	\$ (5,875,632)	\$ 3,358,636	\$ 59,560,972	9.86%
June 30, 2020.....	8,683,480	(6,256,222)	2,427,258	69,728,752	8.97%
June 30, 2019.....	8,188,043	(6,468,986)	1,719,057	64,525,649	10.03%
June 30, 2018.....	7,600,044	(5,466,675)	2,133,369	61,874,961	8.84%
June 30, 2017.....	6,294,020	(5,355,117)	938,903	59,098,583	9.06%

Note: this schedule is intended to present information for 10 years.

Until a 10-year trend is compiled, information is presented for those years for which information is available.

See notes to required supplementary information.

**SCHEDULE OF INVESTMENT RETURNS**  
**OTHER POSTEMPLOYMENT BENEFIT PLAN**

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<u>Year</u>	<u>Annual money-weighted rate of return, net of investment expense</u>
June 30, 2021.....	20.92%
June 30, 2020.....	1.96%
June 30, 2019.....	5.48%
June 30, 2018.....	9.37%
June 30, 2017.....	19.84%

Note: this schedule is intended to present information for 10 years.  
Until a 10-year trend is compiled, information is presented for those  
years for which information is available.

See notes to required supplementary information.

## ***Notes to Required Supplementary Information***



**NOTE A - BUDGETARY BASIS OF ACCOUNTING****1. Budgetary Information**

Municipal Law requires the adoption of a balanced budget that is approved by Town Meeting. The Finance and Advisory Board presents an annual budget to Town Meeting, which includes estimates of revenues and other financing sources and recommendations of expenditures and other financing uses. The Town Meeting, which has full authority to amend and/or reject the budget or any line item, adopts the expenditure budget by majority vote.

Increases or transfers between and within departments subsequent to the approval of the annual budget, requires majority Town Meeting approval via a supplemental appropriation.

The majority of appropriations are non-continuing which lapse at the end of each year. Others are continuing appropriations for which the governing body has authorized that an unspent balance from a prior year be carried forward and made available for spending in the current year. These carry forwards are included as part of the subsequent year's original budget.

Generally, expenditures may not exceed the legal level of spending (salaries, expenses and capital) authorized for an appropriation account. However, the Town is statutorily required to pay debt service, regardless of whether such amounts are appropriated. Additionally, expenditures for disasters, natural or otherwise, and final judgments may exceed the level of spending authorized by majority vote of Town Meeting.

The Town adopts an annual budget for the General Fund in conformity with the guidelines described above. The original 2021 approved budget for the General Fund authorized approximately \$162.0 million in appropriations and other amounts to be raised and \$10.1 million in encumbrances and appropriations carried over from previous years. During 2021, the Town decreased the original budget by \$452,000.

The Town Accountant's office has the responsibility to ensure that budgetary control is maintained. Budgetary control is exercised through the accounting system.

**2. Budgetary - GAAP Reconciliation**

For budgetary financial reporting purposes, the Uniform Municipal Accounting System basis of accounting (established by the Commonwealth) is followed, which differs from the GAAP basis of accounting. A reconciliation of budgetary-basis to GAAP-basis results for the general fund for the year ended June 30, 2021, is presented below:

Net change in fund balance - budgetary basis.....	\$ 4,021,911
<u>Perspective differences:</u>	
Perspective differences in reporting of sewer fund activities.....	(688,330)
Activity of the stabilization fund recorded in the recorded in the general fund for GAAP.....	653,261
<u>Basis of accounting differences:</u>	
Net change in recording tax refunds payable.....	(751,000)
Net change in recording 60 day receipts.....	(237,070)
Net change in recording accrued expenditures.....	(323,316)
Net change in recording accrued payroll.....	(30,780)
Recognition of revenue for on-behalf payments.....	17,487,000
Recognition of expenditures for on-behalf payments.....	(17,487,000)
Net change in fund balance - GAAP basis.....	\$ <u>2,644,676</u>

### 3. Excess of Expenditures over Appropriations

For the year ended June 30, 2021, actual expenditures exceeded appropriations for public works snow and ice budget. These over-expenditures will be raised and funded through available funds during 2022.

## **NOTE B – PENSION PLAN**

### ***Pension Plan Schedules***

#### Schedule of the Town's Proportionate Share of the Net Pension Liability

The Schedule of the Town's Proportionate Share of the Net Pension Liability details the allocated percentage of the net pension liability (asset), the proportionate share of the net pension liability, and the covered employee payroll. It also demonstrates the net position as a percentage of the pension liability and the net pension liability as a percentage of covered payroll.

#### Schedule of Town's Contributions

Governmental employers are required to pay an annual appropriation as established by PERAC. The appropriation includes the amounts to pay the pension portion of each member's retirement allowance, an amount to amortize the actuarially determined unfunded liability to zero in accordance with the system's funding schedule, and additional appropriations in accordance with adopted early retirement incentive programs. The appropriations are payable on July 1 and January 1. The Town may choose to pay the entire appropriation in July at a discounted rate. Accordingly, actual contributions may be less than the "total appropriation". The pension fund appropriation is allocated to the Town based on covered payroll.

#### Schedule of the Special Funding Amounts of the Net Pension Liabilities

The Commonwealth of Massachusetts is a nonemployer contributor and is required by statute to make all actuarially determined employer contributions on behalf of the member employers which creates a special funding situation. Since the Town does not contribute directly to MTRS, there is no net pension liability to recognize. This schedule discloses the Commonwealth's 100% share of the collective net pension liability that is associated with the Town; the portion of the collective pension expense as both a revenue and pension expense recognized by the Town; and the Plan's fiduciary net position as a percentage of the total liability.

#### Changes in Assumptions

None.

#### Changes in Plan Provisions

None.

## **NOTE C – OTHER POSTEMPLOYMENT BENEFITS**

The Town administers a single-employer defined benefit healthcare plan ("The Retiree Health Plan"). The plan provides lifetime healthcare insurance for eligible retirees and their spouses through the Town's group health insurance plan, which covers both active and retired members. Additionally, retired teachers and their spouses receive health insurance through the Group Insurance Commission of the Commonwealth of Massachusetts

(GIC). Each participating municipality is assessed for the governmental share of health and life insurance premiums paid on behalf of its teacher retirees by the state.

### The Other Postemployment Benefit Plan

#### The Schedule of Changes in the Town's Net Other Postemployment Benefit Liability and Related Ratios

The Schedule of Changes in the Town's Net Other Postemployment Benefit Liability and Related Ratios presents multi-year trend information on changes in the Plan's total OPEB liability, changes in the Plan's net position, and ending net OPEB liability. It also demonstrates the Plan's net position as a percentage of the total liability and the Plan's net other postemployment benefit liability as a percentage of covered-employee payroll.

#### Schedule of the Town's Contributions

The Schedule of the Town's Contributions includes the Town's annual required contribution to the Plan, along with the contribution made in relation to the actuarially determined contribution and the covered-employee payroll. The Town is not required to fully fund this contribution. It also demonstrates the contributions as a percentage of covered-employee payroll. Actuarially contribution rates are calculated as of June 30, two years prior to the end of the fiscal year in which contributions are reported. Methods and assumptions used to determine contribution rates are reported below:

Valuation date.....	Actuarially determined contribution for fiscal year ending June 30, 2021 was determined with the December 31, 2020 actuarial valuation.
Actuarial cost method.....	Individual Entry Age Normal - Level percentage of payroll.
Amortization method.....	Payments increase 3.25% per year.
Remaining amortization period.....	25 years from December 31, 2020
Asset valuation method.....	Market Value
Investment rate of return.....	7.00%
Discount rate.....	7.00% as of June 30, 2021 and 7.25% as of June 30, 2020.
Inflation rate.....	3.25%
Salary increases.....	6.00% decreasing to 4.00% based on service for Group 1 and Group 2 7.50% decreasing to 4.00% based on service for Teachers 7.00% decreasing to 4.50% based on service for Group 4
Health care trend rates.....	Non-Medicare: 7.00% decreasing by 0.25% for 10 years to an ultimate level of 4.50% per year. Medicare: 7.50% decreasing by 0.25% for 12 years to an ultimate level of 4.50% per year. Administrative expense: 3.00%. Medicare Part B: 4.50%. Contributions: Retiree contributions are expected to increase with medical trend.

Mortality rates.....	<p>Pre-Retirement (non-Teachers): RP-2014 Blue Collar Employee Mortality Table projected generationally using Scale MP-2017.</p> <p>Healthy Retiree (non-Teachers): - RP-2014 Blue Collar Healthy Annuitant Mortality Table projected generationally using Scale MP-2017.</p> <p>Disabled Retiree (non-Teachers):-RP-2014 Blue Collar Healthy Annuitant Mortality Table set forward one year projected generationally using Scale MP-2017.</p> <p>Pre-Retirement (Teachers): Pub-2010 Teacher Employee Mortality Table (headcount weighted) projected generationally with Scale MP-2020.</p> <p>Healthy Retiree (Teachers): Pub-2010 Teacher Retiree Mortality Table (headcount weighted) projected generationally with Scale MP-2020.</p> <p>Disabled Retiree (Teachers): Pub-2010 Teacher Retiree Mortality Table (headcount weighted) projected generationally with Scale MP-2020.</p>
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### Schedule of Investment Returns

The Schedule of Investment Returns includes the money-weighted investment return on the Plan's other postemployment assets, net of investment expense.

### Changes of Assumptions

- The per capital health costs and contributions were updated to reflect current experience.
- The trend assumptions were revised to reflect future expectations.
- The mortality assumptions for teachers were updated.
- The active enrollment assumption was updated.
- The life insurance coverage assumption was updated.
- The expected return on assets and discount rate were decreased from 7.25% to 7.00%.

### Changes in Plan Provisions

- Effective January 1, 2020, the Town of Burlington began offering a Harvard Pilgrim High Deductible Health Plan with HSA.



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# *Combining and Individual Fund Statements*

The combining financial statements provide a more detailed view of the “Basic Financial Statements” presented in the preceding subsection.

Combining statements are presented when there are more than one fund of a given fund type.

# ***Nonmajor Governmental Funds***

## ***Special Revenue Funds***

Special revenue funds are used to account for the proceeds of specific revenue sources (other than permanent funds or capital project funds) that are restricted by law or administrative action to expenditures for specified purposes. The Town's special revenue funds are grouped into the following categories:

***Town Revolving Fund*** – This fund is used to account for various municipal programs such as affordable housing monitoring, police and fire details, recreation activities, and wetland protection.

***School Revolving Fund*** – This fund is used to account for various school programs, such as operation of public school lunch program, student activities, athletic receipts, and tuition costs.

***Town Gifts Fund*** – This fund is used to account for gifts which have been accepted by the Town to be used for the purpose specified by the donor.

***School Gifts Fund*** – This fund is used to account for gifts which have been accepted by the School Department to be used for the purpose specified by the donor.

***School Activity Programs Fund*** – This fund is used to account for school activity, such as operation of after school programs, summer programs, and integrated preschool.

***Federal Grant Fund*** – This fund is used to account for all federal grants used for Town and School related projects and activities.

***State and Local Grant Fund*** – This fund is used to account for all state and local grants used for Town and School related projects and activities.

***Town Special Purpose Funds*** - These funds are used to account for specific revenues that are legally restricted, such as insurance recoveries, sale of graves and real estate, and handicap fines.

## ***Capital Projects***

Capital project funds are used to account for financial resources used in the acquisition or construction of major capital facilities (other than those financed by enterprise funds). Such resources are derived principally from proceeds of general obligation bonds and grants. The Town's grouping for non-major capital project funds is as described as follows:

***Town Capital Projects Fund*** – This fund is used to account for and report financial resources for the acquisition or construction of non-school capital facilities and other capital assets of the governmental funds

***School Capital Projects Fund*** – This fund is used to account for and report financial resources for the acquisition or construction of school capital facilities.

### ***Permanent Funds***

Permanent funds are used to report resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support governmental programs.

***Town Libraries Fund*** – These funds are used to account for all contributions received to support the public library.

***Cemetery Perpetual Care Fund*** – These funds are used to account for all contributions associated with cemetery care and maintenance.

***Conservation Fund*** – These funds are used to account for all contributions associated supporting the land conservation within the Town.



**NONMAJOR GOVERNMENTAL FUNDS**  
COMBINING BALANCE SHEET

JUNE 30, 2021

	Special Revenue Funds						
	Town Revolving Funds	School Revolving Funds	Town Gifts	School Gifts	School Activity Programs	Federal Grants	State & Local Grants
<b>ASSETS</b>							
Cash and cash equivalents.....	\$ 4,588,695	\$ 2,106,618	\$ 392,393	\$ 36,657	\$ 625,628	\$ 1,586,035	\$ 4,042,662
Investments.....	-	-	-	-	-	-	-
Receivables, net of uncollectibles:							
Departmental and other.....	238,684	-	-	-	-	-	-
Intergovernmental.....	-	-	-	-	-	-	1,192,658
<b>TOTAL ASSETS.....</b>	<b>\$ 4,827,379</b>	<b>\$ 2,106,618</b>	<b>\$ 392,393</b>	<b>\$ 36,657</b>	<b>\$ 625,628</b>	<b>\$ 1,586,035</b>	<b>\$ 5,235,320</b>
<b>LIABILITIES</b>							
Warrants payable.....	\$ 13,882	\$ -	\$ -	\$ -	\$ 239,021	\$ 751	\$ 10,498
Accrued payroll.....	31,919	-	-	-	-	334	592
Other liabilities.....	913,825	-	-	-	-	-	-
<b>TOTAL LIABILITIES.....</b>	<b>959,626</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>239,021</b>	<b>1,085</b>	<b>11,090</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>							
Unavailable revenue.....	238,683	-	-	-	-	-	1,192,658
<b>FUND BALANCES</b>							
Nonspendable.....	-	-	-	-	-	-	-
Restricted.....	3,629,070	2,106,618	392,393	36,657	386,607	1,584,950	4,031,572
<b>TOTAL FUND BALANCES.....</b>	<b>3,629,070</b>	<b>2,106,618</b>	<b>392,393</b>	<b>36,657</b>	<b>386,607</b>	<b>1,584,950</b>	<b>4,031,572</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES.....</b>	<b>\$ 4,827,379</b>	<b>\$ 2,106,618</b>	<b>\$ 392,393</b>	<b>\$ 36,657</b>	<b>\$ 625,628</b>	<b>\$ 1,586,035</b>	<b>\$ 5,235,320</b>

Capital Project Funds					Permanent Funds				Total	
Town Special Purposes Funds	Subtotal	Town Capital Projects	School Capital Projects	Subtotal	Town Libraries	Cemetery Perpetual Care	Conservation	Subtotal	Total Nonmajor Governmental Funds	
\$ 608,616	\$ 13,987,304	\$ 40,871	\$ 41,056	\$ 81,927	\$ 5,433	\$ 311,386	\$ 1,046	\$ 317,865	\$ 14,387,096	
-	-	-	-	-	-	841,108	-	841,108	841,108	
-	238,684	-	-	-	-	-	-	-	238,684	
-	1,192,658	-	-	-	-	-	-	-	1,192,658	
<u>\$ 608,616</u>	<u>\$ 15,418,646</u>	<u>\$ 40,871</u>	<u>\$ 41,056</u>	<u>\$ 81,927</u>	<u>\$ 5,433</u>	<u>\$ 1,152,494</u>	<u>\$ 1,046</u>	<u>\$ 1,158,973</u>	<u>\$ 16,659,546</u>	
\$ 2,152	\$ 266,304	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 266,304	
-	32,845	-	-	-	-	-	-	-	32,845	
-	913,825	-	-	-	-	-	-	-	913,825	
<u>2,152</u>	<u>1,212,974</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,212,974</u>	
-	1,431,341	-	-	-	-	-	-	-	1,431,341	
-	-	-	-	-	4,497	708,328	1,046	713,871	713,871	
606,464	12,774,331	40,871	41,056	81,927	936	444,166	-	445,102	13,301,360	
<u>606,464</u>	<u>12,774,331</u>	<u>40,871</u>	<u>41,056</u>	<u>81,927</u>	<u>5,433</u>	<u>1,152,494</u>	<u>1,046</u>	<u>1,158,973</u>	<u>14,015,231</u>	
<u>\$ 608,616</u>	<u>\$ 15,418,646</u>	<u>\$ 40,871</u>	<u>\$ 41,056</u>	<u>\$ 81,927</u>	<u>\$ 5,433</u>	<u>\$ 1,152,494</u>	<u>\$ 1,046</u>	<u>\$ 1,158,973</u>	<u>\$ 16,659,546</u>	

**NONMAJOR GOVERNMENTAL FUNDS**  
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

YEAR ENDED JUNE 30, 2021

	Special Revenue Funds						
	Town Revolving Funds	School Revolving Funds	Town Gifts	School Gifts	School Activity Programs	Federal Grants	State & Local Grants
<u>REVENUES:</u>							
Intergovernmental - other.....	\$ 856	\$ -	\$ -	\$ -	\$ 149,000	\$ 3,794,889	\$ 4,792,761
Departmental and other.....	4,535,677	1,423,881	99,728	2,679	861,141	-	514,331
Contributions and donations.....	-	-	14,850	4,260	-	-	-
Investment income.....	50	50	-	-	-	-	-
Miscellaneous.....	-	-	-	2,501	-	-	184,181
TOTAL REVENUES.....	4,536,583	1,423,931	114,578	9,440	1,010,141	3,794,889	5,491,273
<u>EXPENDITURES</u>							
Current							
General government.....	102,466	-	18,029	-	28,000	48,959	536,676
Public safety.....	2,254,997	-	250	-	-	356,813	245,162
Education.....	-	1,091,008	-	4,951	1,210,338	1,874,788	2,954,125
Public works.....	12,697	-	-	-	-	8,974	470,408
Health and human services.....	66,391	-	15,299	-	-	13,312	138,713
Water and sewer.....	16,933	-	-	-	-	-	-
Culture and recreation.....	250,990	-	162,387	-	-	68,181	48,770
Debt service							
Principal.....	65,000	-	-	-	-	-	-
Interest.....	14,625	-	-	-	-	-	-
TOTAL EXPENDITURES.....	2,784,099	1,091,008	195,965	4,951	1,238,338	2,371,027	4,393,854
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....	1,752,484	332,923	(81,387)	4,489	(228,197)	1,423,862	1,097,419
<u>OTHER FINANCING SOURCES (USES):</u>							
Capital lease financing.....	-	-	-	-	-	-	-
Transfers in.....	175,253	750,000	-	-	-	-	-
Transfers out.....	(78,225)	-	-	-	-	(159,924)	(55,253)
TOTAL OTHER FINANCING SOURCES (USES).....	97,028	750,000	-	-	-	(159,924)	(55,253)
NET CHANGE IN FUND BALANCES.....	1,849,512	1,082,923	(81,387)	4,489	(228,197)	1,263,938	1,042,166
FUND BALANCES AT BEGINNING OF YEAR, AS REVISED.....	1,779,558	1,023,695	473,780	32,168	614,804	321,012	2,989,406
FUND BALANCES AT END OF YEAR.....	\$ 3,629,070	\$ 2,106,618	\$ 392,393	\$ 36,657	\$ 386,607	\$ 1,584,950	\$ 4,031,572

Capital Project Funds					Permanent Funds				Total Nonmajor Governmental Funds
Town Special Purposes Funds	Subtotal	Town Capital Projects	School Capital Projects	Subtotal	Town Libraries	Cemetery Perpetual Care	Conservation	Subtotal	
\$ -	\$ 8,737,506	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,737,506
78,283	7,515,720	2,062	-	2,062	-	-	-	-	7,517,782
-	19,110	-	-	-	-	30,700	-	30,700	49,810
3	103	-	-	-	3	105,138	-	105,141	105,244
471,792	658,474	-	-	-	-	-	-	-	658,474
550,078	16,930,913	2,062	-	2,062	3	135,838	-	135,841	17,068,816
542,847	1,276,977	1,995,104	-	1,995,104	-	-	-	-	3,272,081
44,998	2,902,220	27,779	-	27,779	-	-	-	-	2,929,999
-	7,135,210	-	-	-	-	-	-	-	7,135,210
-	492,079	-	-	-	-	-	-	-	492,079
17,729	251,444	-	-	-	-	-	-	-	251,444
-	16,933	-	-	-	-	-	-	-	16,933
-	530,328	-	-	-	-	-	-	-	530,328
-	65,000	-	-	-	-	-	-	-	65,000
-	14,625	-	-	-	-	-	-	-	14,625
605,574	12,684,816	2,022,883	-	2,022,883	-	-	-	-	14,707,699
(55,496)	4,246,097	(2,020,821)	-	(2,020,821)	3	135,838	-	135,841	2,361,117
-	-	1,995,104	-	1,995,104	-	-	-	-	1,995,104
-	925,253	-	-	-	-	-	-	-	925,253
-	(293,402)	-	-	-	-	-	-	-	(293,402)
-	631,851	1,995,104	-	1,995,104	-	-	-	-	2,626,955
(55,496)	4,877,948	(25,717)	-	(25,717)	3	135,838	-	135,841	4,988,072
661,960	7,896,383	66,588	41,056	107,644	5,430	1,016,656	1,046	1,023,132	9,027,159
\$ 606,464	\$ 12,774,331	\$ 40,871	\$ 41,056	\$ 81,927	\$ 5,433	\$ 1,152,494	\$ 1,046	\$ 1,158,973	\$ 14,015,231



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# *Statistical Section*



*The new Interactive Twirling Spheres installation in the Town's Sculpture park was designed to create a piece that the public is able to interact with and change.*

# ***Statistical Section***

This part of the Town of Burlington's annual comprehensive financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the Town's overall financial health.

## ***Financial Trends***

- These schedules contain trend information to help the reader understand how the Town's financial performance and well-being have changed over time.

## ***Revenue Capacity***

- These schedules contain information to help the reader assess the Town's most significant local revenue source, the property tax.

## ***Debt Capacity***

- These schedules present information to help the reader assess the affordability of the Town's current levels of outstanding debt and the Town's ability to issue additional debt in the future.

## ***Demographic and Economic Information***

- These schedules offer demographic and economic indicators to help the reader understand the environment within which the Town's financial activities take place.

## ***Operating Information***

- These schedules contain service and infrastructure data to help the reader understand how the information in the Town's financial report relates to the services the Town provides and the activities it performs.

SOURCES: Unless otherwise noted, the information in these schedules is derived from the Town's financial reports for the relevant year.

Town of Burlington, Massachusetts

Net Position By Component

Last Ten Years

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
<b>Governmental activities</b>										
Net investment in capital assets.....	\$ 96,639,005	\$ 106,844,287	\$ 112,419,808	\$ 117,056,689	\$ 116,649,672	\$ 121,730,037	\$ 128,322,641	\$ 132,131,027	\$ 135,472,043	\$ 135,182,510
Restricted.....	2,998,905	1,313,764	959,629	2,365,972	3,214,610	3,345,429	1,261,514	3,564,309	4,947,882	8,397,203
Unrestricted	19,910,758	20,586,182	174,474,053	(75,794,406)	(73,402,091)	(138,883,923)	(154,665,663)	(156,869,988)	(166,633,218)	(169,461,764)
Total governmental activities net position	\$ 119,548,668	\$ 128,744,233	\$ 38,905,384	\$ 43,628,255	\$ 46,462,191	\$ (13,808,457)	\$ (25,081,508)	\$ (21,174,652)	\$ (26,213,493)	\$ (25,882,051)

The Town implemented GASB 75 and recorded their OPEB Liability for the first time in 2018 and adjusted 2017 for the beginning balance change.  
The Town implemented GASB 68 and recorded their Net Pension Liability for the first time in 2015 and adjusted 2014 for the beginning balance change.  
The Town changed the measurement date for GASB 75 and adjusted 2018 for the beginning balance change.



**Town of Burlington, Massachusetts**  
Changes in Net Position  
Last Ten Years

	Year									
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
<b>Expenses</b>										
Governmental activities										
General government.....	\$ 8,234,335	\$ 8,973,916	\$ 8,933,778	\$ 8,657,177	\$ 8,635,518	\$ 9,065,395	\$ 10,436,272	\$ 10,757,015	\$ 10,754,963	\$ 10,853,670
Public safety.....	19,886,936	21,329,943	20,004,254	22,378,342	23,631,927	25,310,689	27,413,036	28,589,937	33,237,795	35,156,146
Education.....	73,899,689	74,101,607	81,617,139	77,578,174	83,728,960	90,342,349	96,626,764	96,324,627	100,927,823	107,763,007
Public works.....	9,530,650	10,678,127	10,966,318	13,331,433	14,849,928	13,994,668	15,331,714	15,451,109	15,776,273	15,594,023
Water and sewer.....	9,226,171	9,250,784	8,838,002	9,238,696	8,216,296	9,205,607	9,778,407	10,183,413	10,364,167	11,417,408
Human services.....	2,090,245	2,124,869	2,098,766	2,177,276	2,489,924	2,757,820	2,800,110	2,960,887	3,347,591	2,996,114
Culture and recreation.....	5,085,224	5,154,268	5,293,996	5,271,687	5,791,638	6,296,889	6,531,690	6,777,770	7,256,799	6,495,983
Interest.....	1,223,790	1,917,491	1,623,582	1,448,616	1,999,825	1,633,845	1,760,462	1,765,018	2,173,810	2,180,268
Total primary government expenses.....	\$ 129,177,040	\$ 133,531,005	\$ 139,775,835	\$ 140,083,401	\$ 149,344,016	\$ 158,607,242	\$ 170,678,455	\$ 172,809,776	\$ 183,839,251	\$ 192,456,619
<b>Program Revenues</b>										
Governmental activities										
Education charges for services.....	\$ 3,055,634	\$ 2,871,218	\$ 3,160,902	\$ 3,378,914	\$ 3,627,629	\$ 3,761,899	\$ 4,073,689	\$ 4,429,931	\$ 3,301,252	\$ 2,431,241
Public Safety charges for services.....	2,160,275	2,583,570	3,477,953	3,800,655	3,916,389	3,965,025	4,390,332	3,991,844	3,465,062	5,410,207
Water and sewer charges for services.....	8,795,125	8,701,323	9,335,360	9,463,040	9,812,063	9,282,262	9,219,351	9,312,909	9,327,673	9,652,325
Other charges for services.....	3,346,047	3,160,184	4,014,165	4,127,637	3,686,716	3,806,968	4,297,381	4,228,414	3,308,005	3,771,653
Operating grants and contributions.....	19,797,276	20,362,729	20,108,510	14,584,113	17,655,199	20,566,651	21,612,082	23,832,469	26,382,869	34,736,355
Capital grant and contributions.....	18,489,036	5,714,298	3,686,648	3,047,454	2,087,136	2,234,822	2,283,599	2,274,702	1,236,984	1,098,637
Total primary government program revenues.....	\$ 55,643,393	\$ 43,393,322	\$ 43,783,538	\$ 38,401,813	\$ 40,785,132	\$ 43,617,627	\$ 45,876,424	\$ 48,070,269	\$ 47,021,845	\$ 57,100,318
<b>Net (Expense)/Program Revenue</b>										
Governmental activities.....	\$ (73,533,647)	\$ (90,137,683)	\$ (95,992,297)	\$ (101,681,588)	\$ (108,558,884)	\$ (114,989,615)	\$ (124,802,031)	\$ (124,739,507)	\$ (136,817,406)	\$ (135,356,301)

(Continued)

**Town of Burlington, Massachusetts**  
Changes in Net Position  
Last Ten Years

	Year									
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
<b>General Revenues and other Changes in Net Position</b>										
Governmental activities										
Real estate and personal property taxes										
net of tax refunds payable	\$ 83,728,004	\$ 87,525,940	\$ 91,085,231	\$ 94,505,632	\$ 97,533,719	\$ 102,423,648	\$ 107,849,572	\$ 112,160,859	\$ 116,718,062	\$ 122,478,257
Tax and other liens	559,358	371,618	567,733	281,302	265,140	170,429	339,317	171,838	144,224	308,716
Motor vehicle and other excise taxes	3,139,309	3,468,964	3,554,381	3,636,722	4,589,562	4,371,621	4,701,101	4,580,117	4,405,948	4,413,125
Hotel/motel tax	3,349,317	3,636,383	3,657,526	4,255,813	4,553,039	4,406,850	4,653,341	5,719,911	4,650,523	2,438,799
Penalties and interest on taxes	338,128	383,922	291,353	255,385	502,940	462,059	415,121	229,766	275,962	369,596
Payment in lieu of taxes	520,000	520,347	520,000	521,090	521,090	521,088	521,086	521,085	521,079	521,081
Grants and contributions not restricted to specific programs	2,328,361	2,366,346	2,389,509	2,446,724	2,448,330	2,626,949	2,755,822	2,849,798	2,838,807	2,830,157
Unrestricted investment income	199,527	335,618	273,217	236,962	746,778	687,963	756,072	2,121,185	1,983,128	2,418,605
Gain of sale of capital assets	-	521,600	-	-	-	-	-	-	-	-
Miscellaneous	185,058	202,500	181,101	264,649	252,221	311,448	272,599	291,774	240,832	173,684
Total primary government general revenues and other changes in net position	\$ 94,347,062	\$ 99,333,248	\$ 102,520,051	\$ 106,404,459	\$ 111,392,820	\$ 115,982,055	\$ 122,264,031	\$ 128,646,363	\$ 131,778,565	\$ 135,950,020
<b>Changes in Net Position</b>										
Governmental activities										
	\$ 20,813,415	\$ 9,195,565	\$ 6,527,754	\$ 4,722,871	\$ 2,833,936	\$ 992,440	\$ (2,538,000)	\$ 3,906,856	\$ (5,038,841)	\$ 593,719

The Town implemented GASB 68 and recorded their Net Pension Liability for the first time in 2015.  
The Town implemented GASB 75 and recorded their OPEB Liability for the first time in 2018.

(Concluded)

Town of Burlington, Massachusetts  
Fund Balances, Governmental Funds

Last Ten Years

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
General Fund										
Committed.....	\$ 2,445,246	\$ 2,635,593	\$ 1,705,171	\$ 2,692,084	\$ 2,642,772	\$ 3,273,982	\$ 2,433,344	\$ 2,497,553	\$ 2,581,608	\$ 3,540,137
Assigned	3,892,016	5,238,888	7,624,521	6,861,393	8,017,447	8,113,732	9,851,474	9,168,060	9,265,422	8,277,182
Unassigned	18,150,496	21,765,606	25,037,238	24,057,514	27,962,793	28,594,939	29,426,744	33,969,523	35,643,414	38,317,801
Total general fund	\$ 24,487,758	\$ 29,640,087	\$ 34,366,930	\$ 33,611,091	\$ 38,623,012	\$ 39,982,653	\$ 41,711,562	\$ 45,635,236	\$ 47,490,444	\$ 50,135,120
All Other Governmental Funds										
Nonspendable.....	\$ 488,630	\$ 482,459	\$ 570,480	\$ 561,251	\$ 588,055	\$ 622,860	\$ 678,191	\$ 715,465	\$ 720,469	\$ 713,871
Restricted	8,772,869	5,679,557	3,303,818	7,734,094	9,707,085	7,528,523	15,900,480	15,428,204	22,726,981	31,702,097
Unassigned	(281,552)	(1,624,076)	(7,485,398)	-	-	(199,165)	(25,941)	-	-	-
Total all other governmental funds	\$ 8,979,747	\$ 4,537,940	\$ (3,611,100)	\$ 8,295,345	\$ 10,295,140	\$ 7,952,218	\$ 16,552,730	\$ 16,143,669	\$ 23,447,450	\$ 32,415,968

**Town of Burlington, Massachusetts**  
**Changes in Fund Balances, Governmental Funds**  
**Last Ten Fiscal Years**

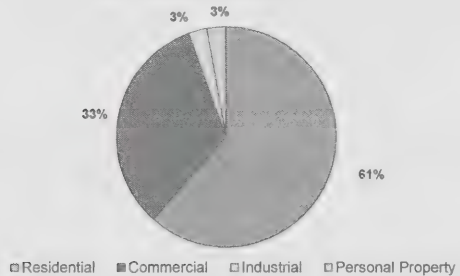
	Year									
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
<b>Revenues</b>										
Real estate and personal property taxes, net of tax refunds.....	\$ 83,917,539	\$ 87,511,573	\$ 91,419,009	\$ 94,364,342	\$ 97,422,787	\$ 102,441,907	\$ 108,152,059	\$ 112,529,600	\$ 116,374,473	\$ 122,737,983
Tax and other liens.....	249,692	281,902	218,654	173,635	597,682	302,047	269,043	154,966	157,619	236,777
Motor vehicle and other excise taxes.....	3,123,877	3,525,991	3,612,156	3,654,777	4,445,017	4,300,023	4,676,730	4,728,466	4,235,974	4,566,602
Hotel/motel tax.....	3,349,317	3,636,393	3,857,526	4,255,813	4,553,039	4,408,850	4,653,341	5,719,911	4,650,523	2,438,799
Ambulance.....	618,487	743,470	859,605	891,362	854,582	883,701	881,949	860,084	723,975	512,041
Water and sewer charges.....	8,878,775	9,240,758	10,007,241	10,164,519	9,857,220	9,951,388	9,538,910	9,837,388	9,496,118	9,468,798
Penalties and interest on taxes.....	338,128	383,922	291,353	285,365	502,940	462,059	415,121	228,796	275,962	369,596
Fees and rentals.....	430,100	342,641	453,284	504,411	599,641	427,463	427,792	432,300	432,300	552,757
Payment in lieu of taxes.....	520,000	520,347	520,000	521,090	521,090	521,088	521,088	521,085	521,079	521,081
Licenses and permits.....	1,293,115	2,046,545	2,772,859	18,719,275	3,100,402	3,028,400	3,330,137	3,030,530	1,862,128	1,440,711
Intergovernmental.....	39,567,666	30,078,008	24,583,703	21,580,606	21,580,606	25,363,096	28,419,651	28,451,009	30,528,684	36,964,284
Departmental and other.....	6,815,023	5,535,692	6,044,841	6,427,038	6,685,738	6,948,455	7,144,815	7,594,628	6,634,806	8,432,497
Contributions.....	46,174	26,489	1,501,903	1,002,596	38,742	38,548	57,261	54,453	61,681	49,810
Investment income.....	196,172	330,339	267,563	230,164	561,453	503,844	519,746	1,520,258	1,282,918	1,102,033
Miscellaneous.....	271,503	235,126	228,519	502,723	474,277	387,617	941,300	601,308	402,777	832,158
<b>Total Revenue</b>	<b>149,615,568</b>	<b>144,459,016</b>	<b>146,238,196</b>	<b>144,345,543</b>	<b>151,795,216</b>	<b>159,867,686</b>	<b>169,941,491</b>	<b>176,291,284</b>	<b>177,640,997</b>	<b>190,285,927</b>
<b>Expenditures</b>										
General government.....	5,893,759	6,394,853	6,511,826	7,802,938	5,804,651	5,970,596	6,658,485	7,121,559	6,489,315	7,214,677
Public safety.....	12,833,413	13,488,718	13,733,599	14,870,137	14,721,094	15,386,842	16,412,994	17,025,854	18,206,764	21,533,047
Education.....	51,719,838	53,328,943	58,693,538	57,398,922	60,331,384	65,110,130	70,223,351	70,565,581	70,580,012	64,920,727
Public works.....	5,627,985	6,324,475	6,668,070	11,487,236	11,156,412	8,215,566	8,707,745	8,685,126	8,309,022	18,287,119
Water and sewer.....	3,719,362	3,794,705	3,600,730	3,528,114	2,617,349	3,391,154	9,000,519	9,489,639	9,500,668	10,517,377
MWRA assessment.....	4,744,850	4,745,864	4,865,690	4,962,214	4,930,688	5,101,417	-	-	-	-
Human services.....	1,491,404	1,504,393	1,503,817	1,582,618	1,746,801	1,799,828	1,769,455	1,859,551	1,886,593	1,920,856
Culture and recreation.....	3,536,753	3,864,371	3,797,414	3,625,733	3,887,724	4,138,289	4,163,638	4,253,069	4,112,297	3,707,104
Pension benefits.....	17,333,291	18,235,052	18,916,521	12,701,305	15,818,297	19,897,267	20,780,933	21,589,623	25,080,321	28,162,811
Employee benefits.....	12,168,672	12,080,516	11,850,607	12,461,960	12,823,927	13,472,865	14,079,015	15,545,830	15,330,899	15,330,899
State and county charges.....	587,147	601,693	624,546	639,045	669,535	704,531	697,443	765,795	947,862	977,357
Capital outlay.....	32,941,925	18,789,218	13,344,606	5,488,898	7,630,493	12,140,365	14,318,811	11,484,236	18,707,985	17,881,608
Debt service.....										
Principal.....	3,165,380	3,801,490	4,099,923	3,686,506	3,629,243	3,937,840	3,849,542	3,544,357	3,580,487	3,714,037
Interest.....	1,642,702	1,801,456	2,043,937	1,759,278	1,826,655	1,864,794	1,808,139	1,947,435	2,225,894	2,299,712
Payment to bond escrow agent.....	-	-	-	793,918	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>157,406,481</b>	<b>146,733,749</b>	<b>149,760,824</b>	<b>142,788,822</b>	<b>147,634,433</b>	<b>161,131,424</b>	<b>172,472,070</b>	<b>173,207,638</b>	<b>185,132,450</b>	<b>196,467,331</b>
<b>Excess of revenues over (under) expenditures.....</b>	<b>(7,790,913)</b>	<b>(2,274,733)</b>	<b>(3,522,628)</b>	<b>1,556,721</b>	<b>4,160,783</b>	<b>(1,263,738)</b>	<b>(2,530,579)</b>	<b>3,083,646</b>	<b>(7,491,453)</b>	<b>(6,181,404)</b>
<b>Other Financing Sources (Uses)</b>										
Issuance of bonds and notes.....	13,145,125	1,242,000	-	7,712,000	1,735,200	224,750	12,860,000	277,500	15,644,975	15,125,500
Issuance of debt refunding.....	-	-	-	-	2,056,000	-	-	-	5,265,025	5,737,000
Premium from issuance of refunding bonds.....	-	-	-	-	313,910	-	-	-	848,140	919,036
Payments to refunded bond escrow agents.....	-	-	-	-	(2,347,806)	-	-	-	(6,571,659)	(6,571,659)
Premium from issuance of bonds.....	541,633	374,786	100,431	81,885	1,091,629	55,707	-	153,467	1,005,467	851,894
Sale of capital assets.....	-	521,600	-	-	-	-	-	-	-	-
Capital lease financing.....	-	846,869	-	1,800,000	-	-	-	-	-	-
Transfers in.....	1,641,477	1,507,562	375,443	4,829,186	2,397,772	4,205,304	3,110,751	4,949,029	3,601,298	3,601,298
Transfers out.....	(1,641,477)	(1,507,562)	(375,443)	(4,829,186)	(2,397,772)	(4,205,304)	(3,110,751)	(4,949,029)	(3,601,298)	(1,863,402)
<b>Total other financing sources (uses)</b>	<b>13,686,758</b>	<b>2,985,255</b>	<b>100,431</b>	<b>9,593,885</b>	<b>2,850,933</b>	<b>280,457</b>	<b>12,860,000</b>	<b>430,967</b>	<b>16,650,442</b>	<b>18,056,875</b>
<b>Net change in fund balance</b>	<b>\$ 5,895,845</b>	<b>\$ 710,522</b>	<b>\$ (3,422,197)</b>	<b>\$ 11,150,606</b>	<b>\$ 7,011,716</b>	<b>\$ (983,281)</b>	<b>\$ 10,329,421</b>	<b>\$ 3,514,613</b>	<b>\$ 9,158,989</b>	<b>\$ 11,875,471</b>
<b>Debt service as a percentage of noncapital expenditures...</b>	<b>3.86%</b>	<b>4.31%</b>	<b>4.50%</b>	<b>3.97%</b>	<b>3.90%</b>	<b>3.89%</b>	<b>3.58%</b>	<b>3.40%</b>	<b>3.48%</b>	<b>3.37%</b>



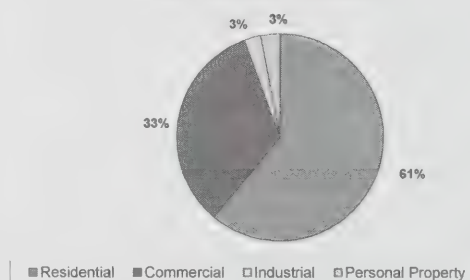
**Town of Burlington, Massachusetts**  
**Assessed Value and Actual Value of Taxable Property by Classification and Tax Rates**  
**Last Ten Years**

Year	Assessed and Actual Values and Tax Rates									
	Residential Value	Residential Tax Rate	Commercial Value	Industrial Value	Personal Property	Total Commercial Value	Commercial Tax Rate	Commercial % of Total Value	Direct Tax Rate	Total Town Value
2012	\$2,948,417,550	\$11.55	\$1,340,593,248	\$178,475,200	\$131,561,270	\$1,650,629,718	\$30.95	35.9%	\$18.51	\$4,599,047,268
2013	\$2,981,261,150	\$11.85	\$1,366,644,948	\$177,084,100	\$138,298,620	\$1,682,027,668	\$31.70	36.1%	\$19.01	\$4,663,288,818
2014	\$3,040,672,350	\$12.00	\$1,405,152,603	\$171,648,200	\$149,821,880	\$1,726,622,683	\$32.24	36.2%	\$19.33	\$4,767,295,033
2015	\$3,318,511,275	\$11.35	\$1,641,350,579	\$177,610,700	\$152,236,170	\$1,971,197,449	\$29.40	37.3%	\$18.08	\$5,289,708,724
2016	\$3,396,245,775	\$11.46	\$1,805,825,709	\$171,725,500	\$161,002,910	\$2,138,554,119	\$28.28	38.6%	\$17.96	\$5,534,799,894
2017	\$3,604,357,624	\$11.06	\$1,899,398,165	\$177,095,736	\$165,475,930	\$2,241,969,831	\$28.10	38.3%	\$17.59	\$5,846,327,455
2018	\$3,841,090,234	\$10.62	\$2,046,022,312	\$176,191,636	\$177,237,860	\$2,399,451,808	\$27.56	38.4%	\$17.13	\$6,240,542,042
2019	\$4,054,482,144	\$10.48	\$2,191,892,348	\$180,360,290	\$186,055,290	\$2,558,307,928	\$27.22	38.7%	\$16.96	\$6,612,790,072
2020	\$4,583,885,284	\$9.64	\$2,458,773,262	\$199,684,672	\$203,853,020	\$2,862,310,954	\$25.54	38.4%	\$15.75	\$7,446,196,238
2021	\$4,685,932,869	\$9.95	\$2,554,030,077	\$203,221,672	\$229,078,670	\$2,986,330,419	\$25.84	38.9%	\$16.13	\$7,672,263,288

**Total Assessed Value by Classification  
Fiscal Year Ended June 30, 2020**



**Total Assessed Value by Classification  
Fiscal Year Ended June 30, 2021**



**Commercial Value as % of Total Value**



Source: Assessor's Department, Town of Burlington  
All property in the Commonwealth of Massachusetts is assessed at 100% of fair cash value

Note: Chapter 59, Section 21C of the Massachusetts General Laws, known as "Proposition 2 1/2", imposes 2 separate limits on the annual tax levy of the Town. The primary limitation is that the tax levy cannot exceed 2 1/2 percent of the full and fair cash value. The secondary limitation is that the tax levy cannot exceed the maximum levy limit for the preceding year as determined by the State Commissioner of Revenue by more than 2 1/2 percent, subject to an exception for property added to the tax rolls and for certain substantial valuation increases other than as part of a general revaluation. The secondary limit may be exceeded in any year by a majority vote of the voters, however it cannot exceed the primary limitation.

Town of Burlington, Massachusetts

Principal Taxpayers

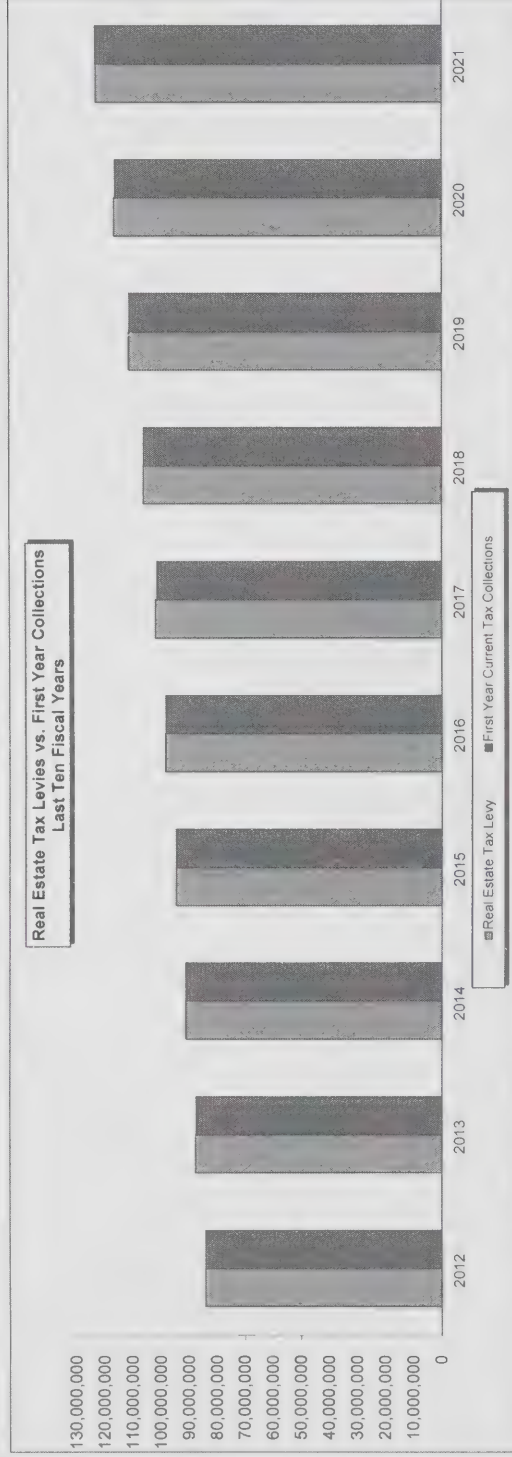
Current Year and Nine Years Ago

Name	Nature of Business	2021			2012		
		Assessed Valuation	Rank	Percentage of Total Taxable Assessed Value	Assessed Valuation	Rank	Percentage of Total Taxable Assessed Value
Bellwether Prop. Of Mass	Office Building	\$ 251,177,600	1	3.3%	-		
Network Drive Owner LLC	Office Building	\$ 215,086,900	2	2.8%	-		
Neep Investors Holdings LLC	Office Building	\$ 193,732,900	3	2.5%	\$ 101,035,300	2	2.2%
Wayside Commons Invest	Office Building	\$ 80,064,000	4	1.0%	\$ 56,021,800	5	1.2%
Oracle USA Inc	Computer Network Systems	\$ 73,631,700	5	1.0%	\$ 33,823,700	10	0.7%
Burlington Mail	Office Building/Retail	\$ 68,722,400	6	0.9%	\$ 51,254,800	6	1.1%
Gutierrez Arturo	Office Building/Retail	\$ 61,589,200	7	0.8%	-		
CH Rity VII-PHG H Bos Burl LLC	Office Building	\$ 60,664,400	8	0.8%	-		
Piedmont 5 and 15 Wayside LLC	Office Building	\$ 56,344,900	9	0.7%	-		
Piedmont 25 Mall Road LLC	Office Building	\$ 55,579,200	10	0.7%	-		
Nordblom	Office Building	-			\$ 180,109,400	1	3.9%
Netview Investment	Investment	-			\$ 90,135,400	3	2.0%
E&A Northeast LP	Office Building	-			\$ 92,482,200	4	2.0%
Gutierrez/Auburn-Oxford	Office/Real Estate Development	-			\$ 50,799,800	7	1.1%
MEPT Burling LLC	Office Building	-			\$ 50,076,700	8	1.1%
Ma 25 Mall Office LLC	Office Building	-			\$ 34,006,500	9	0.7%
<b>Totals</b>		<b>\$1,116,593,200</b>		<b>14.6%</b>	<b>\$739,745,600</b>		<b>16.1%</b>

Source: Town of Burlington, Assessor Department

**Town of Burlington, Massachusetts**  
**Property Tax Levies and Collections**  
**Last Ten Years**

Year	Total Tax Levy	Less Allowance for Abatements & Exemptions	Net Tax Levy	Net as % of Total	First Year Current Tax Collections	Percent of Net Levy Collected	Delinquent Tax Collections	Total Tax Collections	Percent of Total Tax Collections to Net Tax Levy
2012	\$85,136,212	\$ 1,001,805	\$84,134,407	98.82%	\$84,009,338	99.85%	\$ 404,439	\$84,413,777	100.33%
2013	\$88,648,222	\$ 950,000	\$87,698,222	98.93%	\$87,445,667	99.71%	\$ 428,419	\$87,874,086	100.20%
2014	\$92,154,384	\$ 1,020,328	\$91,134,056	98.89%	\$91,020,060	99.87%	\$ 462,247	\$91,482,307	100.38%
2015	\$95,618,308	\$ 1,000,000	\$94,618,308	98.95%	\$94,591,684	99.97%	\$ 370,640	\$94,962,324	100.36%
2016	\$99,399,287	\$ 1,000,000	\$98,399,287	98.99%	\$98,252,845	99.85%	\$ 593,764	\$98,846,609	100.45%
2017	\$102,863,547	\$ 1,000,000	\$101,863,547	99.03%	\$101,149,845	99.30%	\$ 515,612	\$101,665,457	99.81%
2018	\$106,921,270	\$ 1,000,000	\$105,921,270	99.06%	\$105,840,850	99.92%	\$ 370,485	\$106,211,335	100.27%
2019	\$112,128,115	\$ 1,000,000	\$111,128,115	99.11%	\$111,009,120	99.89%	\$ 419,182	\$111,428,302	100.27%
2020	\$117,292,076	\$ 1,000,000	\$116,292,076	99.15%	\$115,936,752	99.69%	\$ 844,371	\$116,781,123	100.42%
2021	\$123,791,810	\$ 1,000,000	\$122,791,810	99.19%	\$122,941,688	100.12%	\$ -	\$122,941,688	100.12%



The allowance for abatements and exemptions is the tax year estimate of potential reductions of taxes. If the estimate is lower than actual then the percent of tax collections compared to the net levy can exceed 100%.

**Town of Burlington, Massachusetts**

**Ratios of Outstanding Debt and General Bonded Debt**

Last Ten Years

Year	Governmental Bonded Debt					
	Population Estimates	Personal Income	Assessed Value	General Obligation Bonds	Per Capita	Percentage of Assessed Value
2012	24,708	\$851,635,344	\$4,599,047,268	\$56,748,976	\$2,297	1.23%
2013	25,008	\$870,103,344	\$4,663,288,818	\$54,189,486	\$2,167	1.16%
2014	25,176	\$902,383,368	\$4,767,295,033	\$50,089,563	\$1,990	1.05%
2015	25,190	\$867,266,510	\$5,289,708,724	\$54,018,579	\$2,144	1.02%
2016	25,463	\$1,003,445,904	\$5,534,799,894	\$53,237,622	\$2,091	0.96%
2017	25,128	\$1,025,121,888	\$5,846,327,455	\$49,384,257	\$1,965	0.81%
2018	25,392	\$1,109,005,000	\$6,240,542,042	\$58,162,294	\$2,291	0.70%
2019	25,634	\$1,183,153,804	\$6,612,790,072	\$54,677,700	\$2,133	0.78%
2020	26,143	\$1,272,196,809	\$7,446,196,238	\$67,727,975	\$2,591	0.87%
2021	26,186	\$1,360,890,640	\$7,672,263,288	\$79,907,339	\$3,052	0.98%

Year	Total Governmental Activity					
	Capital Leases	Total Debt Outstanding	Per Capita	Percentage of Personal Income	Percentage of Assessed Value	
2012	\$ 586,500	\$57,335,476	\$2,297	6.73%	1.25%	
2013	\$ 921,476	\$55,110,962	\$2,167	6.33%	1.18%	
2014	\$ 319,863	\$50,409,426	\$1,990	5.59%	1.06%	
2015	\$ 1,465,481	\$55,484,060	\$2,144	6.40%	1.05%	
2016	\$ 1,117,689	\$54,355,311	\$2,091	5.42%	0.98%	
2017	\$ 850,149	\$50,234,406	\$1,965	4.72%	0.83%	
2018	\$ 574,839	\$58,737,133	\$2,291	3.99%	0.71%	
2019	\$ 291,533	\$54,969,233	\$2,133	4.36%	0.78%	
2020	\$ -	\$67,727,975	\$2,591	5.11%	0.87%	
2021	\$ 1,495,697	\$81,403,036	\$3,052	5.56%	0.99%	

Source: Audited Financial Statements, U. S. Census



**Town of Burlington, Massachusetts**  
**Direct and Overlapping Governmental Activities Debt**  
**As of June 30, 2021**

<u>Town of Burlington, Massachusetts</u>	<u>Debt Outstanding</u>	<u>Estimated Percentage Applicable</u>	<u>Estimated Share of Overlapping Debt</u>
Debt repaid with property taxes			
Shawsheen Valley Technical Vocational School.....	\$ 4,030,000	9.45%	\$ 380,835
MWRA.....	3,153,683,000	1.22%	<u>38,474,933</u>
Subtotal, overlapping debt.....			<u>38,855,768</u>
Direct debt:			
General Governmental Debt.....			<u>79,907,339</u>
Total direct and overlapping debt.....			<u>\$ 118,763,107</u>

Source: Town of Burlington, Finance Department and related organizations.

Note: Overlapping governments are those that coincide, at least in part, with geographic boundaries of the Town. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the taxpayers of Town. This process recognizes that, when considering the government's ability to issue and repay long-term debt, the entire debt burden borne by the property taxpayers should be taken into account. However, this does not imply that every taxpayer is a resident, and therefore responsible for repaying the debt, of each overlapping government.

Town of Burlington, Massachusetts

Computation of Legal Debt Margin

Last Ten Years

	Year									
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Equalized Valuation	\$ 4,948,189,000	\$ 4,948,189,000	\$ 5,185,943,200	\$ 5,185,943,200	\$ 6,191,239,400	\$ 6,191,239,400	\$ 7,011,898,700	\$ 7,011,898,700	\$ 8,100,649,200	\$ 8,100,649,200
Debt limit, 5% of Equalized Valuation	\$ 247,409,450	\$ 247,409,450	\$ 259,297,160	\$ 259,297,160	\$ 309,561,970	\$ 309,561,970	\$ 350,594,935	\$ 350,594,935	\$ 405,032,460	\$ 405,032,460
Less										
Outstanding debt applicable to limit.....	\$ 26,269,865	\$ 38,037,305	\$ 35,290,745	\$ 32,150,185	\$ 36,847,825	\$ 34,528,310	\$ 32,073,395	\$ 42,771,380	\$ 55,681,540	\$ 67,343,275
Authorized and unissued debt	\$ 39,697,256	\$ 23,595,526	\$ 29,631,288	\$ 15,926,977	\$ 17,311,800	\$ 15,230	\$ 23,295,000	\$ 25,515,000	\$ 6,635,000	\$ 14,725,000
Legal debt margin	\$ 181,442,329	\$ 185,776,619	\$ 194,375,127	\$ 211,219,998	\$ 255,402,345	\$ 275,018,430	\$ 295,226,540	\$ 282,308,555	\$ 342,715,920	\$ 322,964,185
Total debt applicable to the limit										
as a percentage of debt limit .....	26.66%	24.91%	25.04%	18.54%	17.50%	11.16%	15.79%	19.48%	15.39%	20.26%

Source: Town of Burlington Treasurer's Department

# Town of Burlington, Massachusetts

## Demographic and Economic Statistics

Last Ten Years

Year	Population Estimates	Personal Income	Per Capita Personal Income	Median Age	School Enrollment	Unemployment Rate
2012	24,708	\$ 851,635,344	\$ 34,468	42.0	3,626	5.0%
2013	25,008	\$ 870,103,344	\$ 34,793	42.0	3,606	4.8%
2014	25,176	\$ 902,383,368	\$ 35,843	42.0	3,579	4.9%
2015	25,190	\$ 867,266,510	\$ 34,429	42.0	3,799	3.8%
2016	25,463	\$ 1,003,445,904	\$ 39,408	42.0	3,508	3.4%
2017	25,128	\$ 1,025,121,888	\$ 40,796	47.0	3,521	3.5%
2018	25,392	\$ 1,109,005,000	\$ 43,154	47.0	3,520	2.9%
2019	25,634	\$ 1,183,153,804	\$ 45,962	47.0	3,533	2.3%
2020	26,143	\$ 1,272,196,809	\$ 48,663	47.0	3,509	13.3%
2021	26,186	\$ 1,360,890,640	\$ 51,248	44.0	3,388	5.4%

The 2020 unemployment rate increase is due to Covid-19.

Source: U. S. Census, Division of Local Services

Median age is based on most recent census data  
 MA Department of Elementary and Secondary Education  
 School and Town Clerk Departments, Town of Burlington  
 MA Office of Workforce Development  
 Information came from Burlington Town Report.

Town of Burlington, Massachusetts

Principal Employers

Current Year and Nine Years Ago

Employer	Nature of Business	2021			2012		
		Employees	Rank	Percentage of Total Town Employment	Employees	Rank	Percentage of Total Town Employment
Lahey Clinic	Hospital	5,040	1	32%	5,040	1	37%
Oracle/Sun	Computer Network Systems	3,000	2	19%	2,300	2	17%
Siemens-Nixdorf	Information Technology & Electronics	1,000	3	6%	1,000	3	7%
Avid Tech	Software Systems (Video)	800	4	5%	800	4	6%
Burlington Mall	Retail	750	5	5%	750	5	5%
Keurig Green Mountain	Retail	750	6	5%	-	-	-
Wegmans	Retail	630	7	4%	-	-	-
Nuance Systems	Software/Communications	525	8	3%	525	6	4%
ONE Communications	Telecom	420	9	3%	420	7	3%
MilliporeSigma	Life Sciences	400	10	3%	-	-	-
Federal Aviation Admin	Government	-	-	-	385	8	3%
SAP Systems	Software Systems	-	-	-	350	9	3%
Il Basis	Research & Development	-	-	-	300	10	2%
Total		13,315		85%	11,870		86%

Source: Massachusetts Workplace Development



Town of Burlington, Massachusetts

Full-time Equivalent Town Employees by Function

Last Ten Years

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Function										
General government.....	38	42	43	43	43	43	43	43	43	44
Public Safety.....	144	144	144	146	147	152	157	160	160	161
Education.....	512	544	564	570	576	578	594	598	600	603
Public works.....	58	58	58	61	64	64	64	64	64	66
Human services.....	20	20	20	20	20	20	21	21	21	21
Culture and recreation.....	29	29	29	26	31	32	32	32	32	32
Total .....	801	837	858	866	879	888	909	918	920	926

Source: Town personnel records and various Town departments.

Town of Burlington, Massachusetts

Operating Indicators by Function/Program

Last Ten Years

Function/Program	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
<b>General Government</b>										
Population	24,708	25,008	25,176	25,190	25,463	25,128	25,392	25,634	26,143	26,555
Registered Voters, Annual Town Election	15,160	15,652	15,230	15,055	15,776	16,196	16,022	16,240	16,566	17,263
<b>Town Clerk</b>										
Births	305	282	266	252	201	278	288	282	280	174
Marriages	119	125	106	130	103	106	145	119	100	76
Deaths	848	875	907	1,040	776	1,023	1,038	1,000	705	753
Dogs licensed	2,182	2,213	2,216	2,314	2,365	2,431	2,427	2,410	2,464	2,566
<b>Police</b>										
Documented calls for police services	26,820	31,524	30,305	21,186	27,629	28,971	27,756	28,333	33,494	29,427
Uniform crimes reported	818	605	573	489	592	586	544	526	473	371
Arrests	258	232	243	175	225	202	205	186	165	225
Traffic citations issued	3,367	4,258	3,974	3,176	4,332	6,033	3,426	4,588	1,742	1,414
Parking tickets issued	1,249	1,622	1,636	1,365	1,568	1,625	1,624	1,486	1,395	1,194
Police per capita charges	366	389	454	325	411	365	410	437	406	332
Total number of animal complaints										
<b>Fire</b>										
Inspections	762	783	769	763	774	728	961	729	738	779
Plan reviews	305	268	319	315	268	211	280	47	326	240
Permits/certificates issued	765	736	800	785	736	839	836	731	680	716
Emergency responses	6,477	6,394	6,650	6,662	7,436	7,581	7,450	7,597	7,203	7,262
<b>Building Department</b>										
Permits issued	3,126	3,414	3,492	2,726	3,612	3,174	3,242	4,173	3,269	3,461
<b>Education</b>										
Public Schools enrollment	3,626	3,686	3,579	3,499	3,508	3,621	3,599	3,513	3,609	3,398
<b>Parks, Recreation</b>										
<b>Cemetery</b>										
Lots sold	48	54	53	54	51	59	54	46	47	61
Interments	139	148	150	148	144	167	159	167	177	175
Recycling/tons	2,183	2,040	1,980	2,297	2,392	2,409	2,287	1,281	2,285	2,332
<b>Human Services</b>										
<b>Board of Health</b>										
Permits issued	660	617	462	294	430	335	334	382	381	371
Inspections	1,101	1,181	1,071	809	1,357	800	1,116	1,281	1,074	886
<b>Volumes in collection</b>										
Circulation	113,663	111,713	113,487	115,599	111,892	117,750	130,482	139,945	149,365	152,067
Books	363,747	331,618	311,460	285,019	277,887	276,372	248,475	201,272	201,272	171,271
Programs/activities	36,376	37,331	36,214	36,016	36,016	36,016	36,016	36,016	36,016	36,016
Visits	177,578	183,047	162,113	150,292	148,694	153,331	149,561	149,872	99,361	22,470
Hours of operation	2,977	2,989	2,888	2,992	2,993	3,009	3,016	3,044	2,129	2,235
<b>Youth &amp; Family Services</b>										
Misc resident clinical consultation hours	314	410	320	339	503	514	664	594	692	637
<b>Recreation</b>										
Participants	28,438	30,126	39,568	39,809	29,374	37,478	50,139	55,163	40,495	31,873
<b>Special Animals Care/Impoundments</b>										

Town of Burlington, Massachusetts

Capital Asset Statistics by Function/Program

Last Ten Years

Function/Program	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
General Government	13	13	13	14	14	14	14	14	14	14
Number of Buildings.....										
Police	1	1	1	1	1	1	1	1	1	1
Number of Stations.....	73	73	73	75	75	76	77	78	79	79
Police personnel and officers.....										
Fire	2	2	2	2	2	2	2	2	2	2
Number of Stations.....	65	65	65	65	66	70	74	74	74	74
Fire personnel and officers.....										
Education	4	4	4	4	4	4	4	4	4	4
Number of elementary schools.....	1	1	1	1	1	1	1	1	1	1
Number of middle schools.....	1	1	1	1	1	1	1	1	1	1
Number of high schools.....	283	300	295	299	299	308	322	315	312	315
Number of teachers.....	3,626	3,606	3,579	3,799	3,508	3,521	3,520	3,533	3,509	3,388
Number of students.....										
Public Works	149	149	149	149	149	149	149	149	149	149
Water mains (miles).....	121	121	121	121	121	121	121	121	121	121
Sanitary sewers (miles).....	117	117	117	117	117	117	117	117	117	117
Storm sewers (miles).....										
Human Services	1	1	1	1	1	1	1	1	1	1
Senior Center Facility.....										
Culture and Recreation	1	1	1	1	1	1	1	1	1	1
Libraries.....	283	283	283	283	283	283	283	283	283	283
Conservation land (acreage).....										

Source: Various Town Departments



## Town of Burlington, MA - Elected Officials

			Term	
Town Clerk (5 Yrs.)				
Amy E. Warfield		56 Skilton Ln.	(781) 229-6090	2026 Elected 4/11
			Term	
Moderator (1 Yr.)				
William Beyer		67 Peach Orchard Rd	(781) 273-0457	2022 Elected 4/17
			Term	
Select Board (3 Yrs.)				
Robert C. Hogan		35 Pontos Ave.	(781) 771-1570	2022 Elected 4/10
Joseph E. Morandi		7 Winona Rd	(781) 273-1189	2024 Elected 4/15
Nicholas Priest	VChr	18 Prouty Rd	(781) 589-9008	2022 Elected 4/19
Michael S. Runyan		15 Mildred Rd	(781) 424-8039	2024 Elected 4/12
Jim Tigges	Chr	2 Maryvale Rd	(781) 910-3303	2023 Elected 4/17
			Term	
Assessors (3 Yrs.)				
Catherine O'Neil		31 Arthur Woods Ave	(781) 229-9449	2022 Elected 4/10
Paul. Sheehan	Chr	5 Thornton Dr.	(781) 272-8844	2024 Appt. 1/99 Elected 4/99
Kevin Sheehan		228 Foxhill Rd	(781) 272-8085	2023 Elected 6/20
			Term	
School Committee (3 Yrs.)				
Katherine Bond	VChr	8 Mulberry Ln	(617) 312-4753	2023 Elected 6/20
Carl Foss		8 County Rd	(617) 461-7645	2023 Elected 6/20
Christine Monaco		18 Corcoran Rd.	(781) 272-8922	2022 Elected 4/92
Thomas Murphy, Jr.	Chr	5 Murphy CT	(781) 273-0204	2022 Elected 4/95
Martha A. Simon		5 Willow Way	(781) 273-0074	2024 Elected 4/15
			Term	
Library Trustees (3 Yrs.)				
Phillip Gallagher		8 Corcoran Rd	(781) 273-0648	2022 Elected 4/19
Hiral Gandhi		23 Mohawk Rd	(781) 983-7884	2023 Elected 4/19
Robert H. Neufeld	VChr	3 Meadowvale Rd.	(781) 272-9594	2022 Elected 4/16
Kevin Sheehan		15 Beaverbrook Rd	(781) 983-6332	2024 Elected 4/18
Ram Voruganti		12 Tinkham Ave	(781) 910-2706	2024 Elected 4/18
Adam Woodbury	Chr	10 Mildred Rd	(508) 887-3124	2023 Elected 4/18



Planning Board (5 Yrs.)				Term	
Ernest E. Covino, Jr.		4 Donna Ln	(781) 273-2899	2025	Elected 4/89
Michael Espejo		19 Town Line Rd	(781) 724-2833	2024	Elected 4/19
William Gaffney	VChr	8 Joanne Rd	(781) 273-3595	2025	Elected 4/15
Joseph A. Impemba		11 Briarwood Ln.	(781) 221-5606	2026	Elected 4/06
Barbara G. L'Heureux		10 Woodside Ln.	(781) 272-3350	2022	Elected 4/12
Brenda Rappaport	Chr	26 Freeport Dr	(781) 640-3668	2022	Appt 10/19,Elected 6/20
Paul R. Raymond	Clrk	1 Dorothy Rd.	(781) 272-9647	2023	Elected 4/90

				Term	
Board of Health (3 Yrs.)					
David B. McSweeney	VChr	23 Tinkham Ave	(781) 270-5839	2024	Elected 4/15
Wayne S. Saltsman		24 Wheatland St.	(781) 273-0361	2022	Elected 4/07
Andria Sheehan		228 Fox Hill RD	(781) 270-1955	2024	Elected 4-21
Edward J. Weiner	Chr	43 Freeport Dr.	(781) 272-0488	2022	Elected 4/89
Maribeth Welch		10 Harris Dr	(781) 229-6480	2023	Elected 4/14

				Term	
Constable (3 Yrs.)					
William F. Pepicelli	5 Ridgewood Ln.	(781) 789-0605	2022	Elected 4/10	
Anthony J. Saia	27 Alcine Ln.	(781) 718-4612	2022	Elected 4/77	

				Term	
<b>Housing Authority(5 Yrs.)</b>					
Maryann Bieren	15 Birchcrest ST #323				Tenant Appt.
Brian Curtin	3 Lee Ave			2026	Appt. 6/20; Elected 4/21
Albert Fay, Jr	11 Raymond Rd.	(781) 272-2516			Gov. Appt. (2014)
Christopher Hartling	1 Colleen Cir			2022	filling term of 2023
Richard H. Howard	158 Wilmington Rd.	(781) 273-1787	2024		Elected 4/09

					Term	
Recreation Commission (3 Yrs.)						
William Gaffney		8 Joanne Rd	(781) 273-3595		Planning Bd Appt.	
Thomas Murphy, Jr.		3 Lexington St.	(781) 273-0204		School Appt.	
Stephen Nelson		25 Fairfax St	(781) 221-5802	2022	Appt. 7/20; Elected 4/21	
David Norden	VChr	13 Mahattan Dr.	(781) 272-2726	2024	Elected Write In 4/16	
Kevin J. Sullivan	Chr	14 Frothingham Rd.	(781) 229-7951	2023	Elected 4/01	

				Term	
Shawsheen Tech (3 Yrs.)					
Christine Kim	69 Bedford St.	(978) 317-0173	2024	Elected 4/21	
Kent Moffatt	21 Crystal Cir	(617) 852-6352	2023	Elected 6/20	



# Town of Burlington, MA - Committee List

Office of the Town Clerk

## Audit Committee

	1 year	Ad Hoc	Selectmen	
John Bergeron	2 Colburn Rd		2022	
Gary Gianino	11 Thornton Dr	(339) 234-0921	2021	
David Kelly	4 Cathy Rd		2021	
Florence Leone	17 Erin Ln		2022	
Salvatore Mansueto	60 Muller Rd		2021	
Thomas Murphy	5 Murphy CT		2021	School Comm.
Eileen Sickler	13 Foster Rd	(617) 480-5832	2021	
David S. Tait	9 Meadowvale Rd.	781 229-4981	2021	Ways & Means
James Tigges	2 Maryvale Rd	781-505-4920	2021	

## Beautification Committee(5)

2 Open Seats				
Michael Runyan	15 Mildred Road	781-273-0430	2021	Selectmen Rep
Amy E. Warfield	56 Skilton Lane	781-229-6090	2022	ex officio
Elaine Zuccaro	6 Pearson Cir.	781-272-0612	2022	
Robert Zuccaro	6 Pearson Cir.	781-272-0612	2022	

## Board of Appeals(5)

	5 years		Town Administrator	
Mark E. Burke	1 Arnold Terr.		2023	
Joseph Currier	1 Crawford Road		2024	moved from ALT10/4
Jeffrey DiBona	3 Michele Dr.	781-366-0080	2022	ALT 11/1
Jeremy Harrington	36 Peach Orchard Rd		2022	ALT 10/4
Michael J. Murray, Jr , Chr	2 Hannah Way		2022	
John Sullivan	2 Laurel Ln	781-272-1178	2025	1999-2012
Charles Viveiros	1 Cedar St	781-273-5686	2026	

## Board of Registrars(4)

	3 years	Standing	Town Administrator	
Lisa Jimenez	4 Elizabeth Ave	617-699-6780	2023	
Elmer Bud Larson	23 County Rd.	781-272-4948	2023	
John Strauss	4 Baron Park Ln #26	781-507-5177	2023	
Amy E. Warfield	56 Skilton Lane	781-229-6090	2026	ex officio

## Cable Advisory Committee(7)

3 Open Seats				
Bradford Bond	8 Mullberry Ln.	781-272-8698	2022	
Bob Cunha	29 Center St	781-270-1600	2022	
Jennifer Dodge	123 Cambridge St	781-273-5922	2022	
Robert Hogan	29 Center St.	781-270-1600	2022	Selectman's Rep

## Capital Budget Committee(7)

	3 years	Standing	Moderator	
Gary Kasky	8 Radcliff St	781-272-3199	2024	Appt.3/17
Gary Mercier	14 Heathstone Dr.	781-273-9080	2024	
Myrna A. Saltman	15 Greystone Ct.	781-272-4430	2024	
Adam Senesi	13 Town Line Rd	781-233-7986	2022	
Salvana Shakaib	0 Davida Rd	617-407-1773	2024	
Mark Woods	12 Eugene Rd	781-270-9692	2024	
Ernest Zabolotny ,Chr.	33 Paulson Dr.	781-272-3227	2024	Appt. 2/11

**Cemetery Oversight Committee****1 year****Ad Hoc****Town Administrator**

William C. Beyer	67 Peach Orchard Rd.	781-273-0457	2021	
Frank P. Monaco ,Chr.	18 Corcoran Rd	781-272-8922	2021	
Joseph Morandi	7 Winona Road		2021	Selectmen's Office
Michael Runyan	15 Mildred Road	781-273-0430	2021	Selectmen Rep

**Conservation Commission(7)****3 years****Standing****Town Administrator**

Donald Berstein	1 Sewall St	781-272-1622	2024	
William Boivin V,Chr	213 Fox Hill Rd		2022	
Larry S. Cohen Chr.	8 Wilhelmina Ave.	781-272-5828	2021	
Indra Deb	17 Pathwoods Ave.	781-272-5807	2023	
Gail M. Lima	188 Mill St.	781-221-5653	2023	
Ed LoTurco	3 Reserve Way C		2021	Appt. 3/2017
Jennifer O'Riorden	104 Lexington St		2021	
Michael Runyan	15 Mildred Road	781-273-0430	2023	Selectmen Rep

**Council on Aging(7)****3 years****Standing****Town Administrator**

Mark Burke	1 Arnold Terrace		2022	
Carole J. Castellano	12 Garrity Rd.	781-272-5627	2022	
Susan Derosa	3 Ledge wood Dr	781-835-6944	2022	
Donna Geffen	11 Seven Springs Ln #311		2024	
Eleanor Hutchinson	4 Frances Rd		2022	
Joanne L. Kinchla	8 Arnold Terrace	781-272-8152	2023	
Rose Magliozzi	4 Webber RD		2022	Alternate 1 yr

**Cultural Council(5-22)****3 years****Standing****Town Administrator**

Sandra Covenio	59 Center St. #102	781-272-2712	2019	
Julia Eggleston	235 Cambridge St #107		2019	
Joyce Fay	11 Raymond Rd.	781-272-2516	2019	
Barbara Fisher	38 Purity Springs Rd.		2019	
Brenda Fisher	38 Purity Springs Rd.		2019	
Joanne Kinchla	8 Arnold Terrace	781-272-8152	2019	
Maureen Krebs	10 Marjorie Rd.		2019	
Roberta Lasky	30 Sunset Dr		2019	
Judi Lichtenfels	21 Purity Springs Rd		2019	
Dorothy Macdonald	238 Fox Hill Rd		2019	
Patricia F. McDermott	19 Purity Springs Rd.		2020	
Mary Nohelty	32 Manhattan Dr.	781-272-1516	2020	
Nathan Piccini	8 Ganley Dr.		2018	
Jonathan Sachs	7 Oxbow LN	781-272-1989	2020	
Gia Vento	23 Douglas Ave		2019	

**Disabilities Access Commission(9)****Standing****Town Administrator**

Thomas Carlson	1 Violet Rd.	781-272-7879	2021	Appt.5/12
Jack Cunha	21 Long St		2021	
Linda Cunha	21 Long St		2021	
Bernice H. Ferguson	19 Bedford St.	781-270-9279	2021	
Jennifer Goldsmith Clerk	29 Center ST	781-270-1985		Recording Clerk
Christopher Hanafin SC	29 Center ST	781-270-1960		ADA Coordinator
Robert Hogan	35 Pontos Ave	781-771-1570	2021	Selectmen Rep
Maura F. Mazzocca Chr	5 Black Horse Ln.	781-8001-8987	2021	
Christine Monaco	18 Corcoran Rd	781-272-8922	2021	
Martha Simon	5 Willow Way	781-273-0074	2021	School Rep
Kenneth Tigges Chr	4 Ellen Rd.	781-272-5187	2021	

<b>Diversity, Equity and Inclusion Committee</b>		<b>1 year</b>	<b>Standing</b>	<b>Town Administrator</b>	
Barbara Addison-Reid	0 Francis Wyman Rd			2022	
Nancy Bonaserra	10 Daniel Dr			2022	
Carl Foss	8 County RD		(617) 461-7645	2022	School Comm.
Nick Priest	18 Prouty Rd		(781) 589-9008	2022	
Syed Soulat Ghani	13 Hallmark Gardens Apt#4			2022	
<b>DPW/Recreation Building Committee</b>		<b>1 year</b>	<b>Ad Hoc</b>	<b>Town Administrator</b>	
Doug Davison	6 Birch Street		(781) 365-0255	2021	
Brendan Egan	61 Center St.		781-270-1695	2021	Recreation Director
Joseph Morandi	7 Winona Road			2021	
David Norden	13 Manhattan Drive			2021	
Micahel Runyan	15 Mildred Road		781-273-0430	2021	
Paul Sagarino	29 Center St		781-270-1600	2021	Town Admin
John Sanchez	25 Center St		781-270-1761	2021	Dept of Public Works
Adam Senesi	13 Town Line Rd		781-233-7986	2021	Capital Budget
<b>Facilities Committee (7)</b>		<b>2 years</b>	<b>Standing</b>	<b>Moderator</b>	
Daniel J. Hanafin	4 Maple St.		781-229-4378	2019	
Frank P. Monaco	18 Corcoran Rd.		781-272-8922	2018	
Bruce A. Morey	5 Ellery Ln.		781-272-7107	2019	
Julianne Ouellet	3 Hancock St.		781-724-0074	2020	
<b>General Bylaw Review Committee(7)</b>		<b>3 year</b>	<b>Standing</b>	<b>Moderator</b>	
Wendy Guthro	17 Treetop Ct.		781-270-6594	2024	
Scott Martin	6 Cormier Rd		781-270-0304	2023	
Huntoon Michelle	62 Skilton Ln		617-818-5366	2025	
David Miller	19 Gloria Circle		781-272-3937	2023	
Phyllis Neufeld	3 Meadowvale Dr		781-272-9594	2022	
Kadilak Susan	186 Mill St		781-799-4080	2025	
<b>Historical Commission(7)</b>		<b>3 years</b>	<b>Standing</b>	<b>Town Administrator</b>	
Dorothy Bennett	23 Wilmington Rd.		781-272-1306	2021	Alternate 3 yr.
Peter Coppola	2 Garrity Rd.		617-957-1489	2021	
Sandra J. Coven	59 Center St. #102		781-272-2712	2021	
Robert Fahey	8 Lantern Ln.			2024	
Joyce Fay C-Chr	11 Raymond Rd.		781-272-2516	2021	
Kathleen Horton	11 Westwood St		781-229-2242	2021	
Andria Nemoda	20 Park Dr.		781-272-5215	2021	
Mary Nohelty	32 Manhattan Dr		781-272-1516	2021	
Hope M. Paulsen	59 Center St. #201		781-272-0607	2021	Advisory
Norma C. Robichaud	5 Highland Way		781-272-4393	2021	Alternate 1 yr.
<b>Housing Partnership (7)</b>		<b>1 year</b>	<b>Ad Hoc</b>	<b>Town Administrator</b>	
Kerry Donahue	15 Raymond Rd			2022	
Barbara L'Heurex	10 Woodside Lna		781-272-3350	2022	Planning
Michael S. Runyan	15 Mildred Road		781-273-0430	2022	Selectmen Rep
Rita Shah	1 Humbolt Ave.			2022	
Eileen Sickler	13 Foster Rd		(617) 480-5832	2022	
John Sullivan	2 Laurel Lane		781-272-1178	2022	
<b>Housing Partnership (7)</b>		<b>1 year</b>	<b>Ad Hoc</b>	<b>Town Administrator</b>	
Henry Wu	3 Bennett Lane		618-277-4801	2022	



**Human Services Committee(7)****3 years****Standing****Moderator**

Anne P. Coady	8 Woodside Ln.	781-272-5019	2021
Monica Faiella	6 Bircherest St.	617-548-0776	2019
Joanne Frustaci ,Chr.	6 Valley Cir.	781-272-9422	2019
Joanne M. Horgan	12 Eastern Ave.	781-221-7101	2020
Kent Moffatt	21 Crystal Cir	617-852-6352	2019
Cynthia J. Phillips	55 Arborwood Dr	781-273-0231	2019

**Information Systems Security Advisory Committee 3 year****Standing****Town Administrator**

Ben Axelrod	139 Mill Street		2021	
Joe Bongiorno	Town Hall, 29 Center ST	781-731-2171	2021	Town - IT
Bob Cunha	BHS, 123 Cambridge ST	339-234-0247	2021	Town - IT
Jose Desousa	Town Hall, 29 Center St	339-234-0354	2021	Town - IT
David Hughes	11 Marigold Way	781-856-8159	2023	
David Miller	19 Gloria Cir	781-272-3937	2022	
Glen Mills	Police Dept., 45 Center St	781-505-4945	2021	Town - Police
Steve Morin	51 Bedford St	413-478-5256	2023	
Steve Nawoichik	17 Foster Rd		2021	
Philip Pascale	24 Freeport Dr	781-640-2574	2022	
Michael Wick	Town Hall, 29 Center ST	781-270-4900	2021	Town-DH

**Land Use Committee(9)****3 years****Standing****Moderator**

Joseph Calendrelli	1 Brenda Lane	857-366-1353	2023
Daniel DiTucci, Jr	6 Ridgewood Rd.	781-272-5434	2022
Erin J. Ellis	13 Corcoran Rd	781-365-1337	2022
Joanne L. Kinchla	8 Arnold Terrace	781-272-8152	2023
Gary Mercier	14 Hearthstone Dr.	781-273-9080	2022
Patricia O'Brien	1 Oak St	781-221-3048	2024
Monte L. Pearson Chr	5 Willow Way	781-273-0074	2022
David F. Webb	23 Eugene Rd.	781-272-7617	2022
David Woodilla	3 Barnum Rd	781-229-9684	2024

**Metropolitan Area Planning Council****3 years****Ad Hoc****Selectmen**

Michael Espejo	19 Town Line Rd	(781) 724-2833	2023
Melisa Tintocalis	29 Center Street		2023

**Rink Oversight Committee(5)****1 year****Ad Hoc****Town Administrator**

Nichole Coscia	123 Cambridge ST	781-270-8183	2021	School Dept
Brian Curtin ,Chr.	29 Center St.	781-270-1600	2021	Treasurer/Collector
Brendan Egan	61 Center St.	781-270-1695	2021	Recreation Director
Phillip Gallagher	8 Corcoran Road	781-771-8124	2021	
Shaun Hart	123 Cambridge St	781-270-1800	2021	School Dept
Joseph Morandi	29 Center St	781-270-1600	2021	Selectmen

**Rules Committee(13)****1 year****Standing****Moderator**

Jorge A Andrade	13 Sylvester Rd	(617) 462-2574	2022
Christine Concession	30 Fairfax St	978-500-2665	2022
Jeff DiBona	3 Michelle Dr.	(781) 366-0080	2022
Liz DiTucci	6 Ridgewood Ln	781-254-0552	2022
Ed Dube	3 Locust St	781-454-5997	2022
Gary Kasky , VCh	8 Radcliff St	781-272-3199	2022
Laura G. Nichols	20 Mohawk Rd	781-272-0648	2022
Eleanor O'Connell	33 Peach Orchard Rd	781-272-9085	2022
Rick Parker	265 Winn ST Suite 302		2022
Myrna A. Saltman ,Ch	15 Greystone Ct.	781-272-4430	2022
Adam Senesi	13 TownLine Rd	781-233-7986	2022
Mark Woods , Sec	12 Eugene Rd	781-270-9692	2022

**Scholarship Fund Committee****3 year****Ad Hoc****Selectmen**

William Boivin	213 Fox Hill Rd		2022
Sheila Fitzpatrick	128 Pearl St		2022
Jennifer Kosses	93 Bedford St		2022
Gina Leary	5 Lycaya Cir		2022
Rosalyn Misanssian	51 Eugene Rd		2022
Kent Moffatt	21 Crystal Circle	617-852-6352	2022

**Transportation Committee****1 year****Ad Hoc****Town Administrator**

Katherine Bond	8 Mulberry Ln	781-272-8698	2022	School Rep
Ernest Covino	4 Donna Ln	781-270-1645	2022	Planning Rep
Jeremy Harrington	36 Peach Orchard Rd		2022	
Melissa Massardo	13 Park Dr		2022	
Rick Parker	265 Winn ST Suite 302		2022	

**Ways & Means Committee(15)****3 years****Standing****Moderator**

Brad D. Bond	8 Mullberry Ln.	781-272-8698	2024	
Christopher Campbell	55 Donald Rd	508-816-2233	2023	
Doug Davison	6 Birch Street	(781) 365-0255	2024	
Phil Gallagher	8 Corcoran Rd	781-273-0648	2022	
Michael J. Hardy	7 Thornton Dr.	781-273-5797	2024	
John Iler VChr	9 Brookside Ln	978-436-0485	2022	Appt. 12/17
Thomas C. Killilea	15 Wheatland St.	781-272-2225	2023	
Frank P. Monaco	18 Corcoran Rd.	781-272-8922	2023	Appt. 3/10
Steve Morin Chr	51 Bedford St	413-478-5256	2023	
Robert Neufeld	3 Meadowvale Rd	781-272-9594	2022	Appt. 12/19
Ed Parsons	30 Wheatland St	(857) 928-9415	2022	PCT # 6
Roger S. Riggs	4 Briarwood Ln	781-229-2041	2023	
Sonia Rollins	8 Paula St	781-221-0313	2022	
David S. Tait	9 Meadowvale Rd.	781 229-4981	2024	
Jayashree Voruganti	12 Tinkham Ave	(781) 910-2706	2024	

**Youth & Family Serv. Advisory (7)****2 years****Standing****Town Administrator**

Linda K. Collins	18 Town Line Rd.	781-272-2682	2023	Appt. 3/10
David Cullen	4 Hershey Rd	781-315-1405	2021	
Chais DiMaggio	342 Cambridge ST		2023	
Karen DiRienzo	45 Center St	781-270-1914	2023	Police Rep
Melissa Interest	11 Leroy Dr	(617) 335-2798	2023	
Marilyn Langley	13 Algonquin Dr.	781-272-0398	2023	
Roberta E. Mills	19 Corcoran Rd.	781-272-6138	2021	School Comm. Rep
Martha Simon	5 Willow Way	781-273-0074	2023	

**Zoning ByLaw Review Committee(11)****3 years****Standing****Moderator**

Cathy Beyer	67 Peach Orchard Rd.	781-273-0457	2024	PCT # 2
Ernest E. Covino	4 Donna Lane		2024	Planning -nonvoting
Mark Donahue	15 Raymond RD	617-233-7895	2023	PCT # 5
Mark Dupell	29 Center St	781-270-1619	2024	Building-nonvoting
Shari Ellis Chair	3 Hickory Ln.	781-270-7966	2024	PCT # 3
Betsey Hughes V Ch	11 Marigold Way	(781) 862-5166	2024	PCT # 7
John Luther	25 Center St		2024	Building - A.I.T
Tamara Maniscalco	2 Daniel Dr	781-962-3681	2022	PCT # 4
Michael Murray	2 Hannah Way		2024	Appeals Appt.
Ed Parsons	30 Wheatland St	(857) 928-9415	2022	PCT # 6
Gregory Ryan	3 Donald Rd	(781) 273-3443	2023	PCT # 1
Sally Willard	13 Foster Rd	(781) 229-6530	2024	Business Comm. Rep



# Town of Burlington, MA - Town Meeting Members December 2021

Office of the Town Clerk

## PRECINCT 1

			<u>Term Expires</u>	<u>Member Since</u>	
Mimi Bix-Hylan	48 Donald Rd		2022	2021	
William Boivin	213 Fox Hill Rd	(781) 272-0475	2024	2018	<a href="mailto:jboivin@comcast.net">jboivin@comcast.net</a>
Bradford D. Bond	8 Mullberry Ln.	(781) 272-8698	2022	2006	<a href="mailto:bdb007@comcast.net">bdb007@comcast.net</a>
Joseph Calandrelli	1 Brenda Ln	(857) 366-1353	2022	2019	<a href="mailto:jcalandrelli@gmail.com">jcalandrelli@gmail.com</a>
Lorie Glantz	9 Redcoat Ln,	(781) 640-9091	2023	2020	<a href="mailto:Lorie@TopHomeSearchMA.com">Lorie@TopHomeSearchMA.com</a>
Nolan H. Glantz	9 Redcoat Ln.	(617) 306-2412	2023	2005	<a href="mailto:nolan@stanfordalumni.org">nolan@stanfordalumni.org</a>
Donna D. Gregorio	11 Donald Rd.	(781) 272-8280	2024	2003	<a href="mailto:dgregorio20@gmail.com">dgregorio20@gmail.com</a>
Michael J. Hardy	7 Thornton Dr.	(781) 273-5797	2024	2007	<a href="mailto:mjhardy@us.ibm.com">mjhardy@us.ibm.com</a>
Bruce A. Morey	5 Ellery Ln.	(781) 272-7107	2023	2003	<a href="mailto:bamorey32@gmail.com">bamorey32@gmail.com</a>
Carol A. Perna	6 Beaverbrook RD	(781) 771-8091	2023	09-14, 2020	<a href="mailto:cperna62@gmail.com">cperna62@gmail.com</a>
Gregory F. Ryan	3 Donald Rd.	(781) 273-3443	2022	2001	<a href="mailto:Gregory.F.Ryan@gmail.com">Gregory.F.Ryan@gmail.com</a>
Maureen Monaco Ryan	3 Donald Rd.	(781) 273-3443	2022	1998	<a href="mailto:memryan@gmail.com">memryan@gmail.com</a>
Mark S. Saia	8 Sumner St.	(781) 272-9081	2024	2000	<a href="mailto:msaia@burlington.org">msaia@burlington.org</a>
Robert Sears	200 Mill St	(978) 395-1834	2022	2016	<a href="mailto:robsears@gmail.com">robsears@gmail.com</a>
Adam Senesi	13 Town Line Rd	(781) 552-8735	2024	2015	<a href="mailto:asenesi1@yahoo.com">asenesi1@yahoo.com</a>
Jayashree Voruganti	12 Tinkham Ave		2023	2020	<a href="mailto:jayashree.voruganti@gmail.com">jayashree.voruganti@gmail.com</a>
Dina Wassaf	6 Blackhorse Ln	(978) 500-2424	2023	2020	<a href="mailto:dwassaf@gmail.com">dwassaf@gmail.com</a>
David J. Woodilla	3 Barnum Rd.	(781) 229-9684	2024	2001	<a href="mailto:dwoodilla@gmail.com">dwoodilla@gmail.com</a>

## PRECINCT 2

			<u>Term Expires</u>	<u>Member Since</u>	
Catherine E. Beyer	67 Peach Orchard Rd	(781) 273-0457	2023	2016	<a href="mailto:cathybeyer@comcast.net">cathybeyer@comcast.net</a>
Doug R. Davison	6 Birch St.	(617) 365-0255	2022	2012	<a href="mailto:ddavisonde@comcast.net">ddavisonde@comcast.net</a>
Nancy J. DeCarlucci	74A Peach Orchard Rd	(781) 272-4781	2023	2008	<a href="mailto:decaru@comcast.net">decaru@comcast.net</a>
Edward Dube	3 Locust St	(781) 454-5997	2022	2018	<a href="mailto:eadube@gmail.com">eadube@gmail.com</a>
Thomas Greeley	72 Locust St	(781) 272-4353	2023	2020	<a href="mailto:trexgreeley@rcn.com">trexgreeley@rcn.com</a>
Angela J. Hanafin	4 Maple St.	(781) 229-4378	2022	2001	<a href="mailto:ajhanafin@gmail.com">ajhanafin@gmail.com</a>
Daniel J. Hanafin	4 Maple St.	(781) 229-4378	2022	2001	<a href="mailto:Hanafin15@gmail.com">Hanafin15@gmail.com</a>
Shane Hanafin	4 Maple St.	(781) 229-4378	2022	2021	<a href="mailto:shanafin10@gmail.com">shanafin10@gmail.com</a>
Amanda Laskowski	43 Mill St	(508) 612-9281	2023	2018	<a href="mailto:amanda.m.laskowski@gmail.com">amanda.m.laskowski@gmail.com</a>
Patricia O'Brien	1 Oak ST	(781) 221-3048	2022	2012	<a href="mailto:mapss123@gmail.com">mapss123@gmail.com</a>
Eleanor N. O'Connell	33 Peach Orchard Rd.	(781) 272-9085	2024	1988	<a href="mailto:Redrosetraveler@yahoo.com">Redrosetraveler@yahoo.com</a>
George Papyannis	1614 Arboretum Way	(646) 673-1331	2023	2020	<a href="mailto:doyouaskwhy@gmail.com">doyouaskwhy@gmail.com</a>
Cynthia J. Phillips	55 Arborwood Dr.	(781) 273-0231	2022	1998	<a href="mailto:cjp520@live.com">cjp520@live.com</a>
Gene J. Rossi	174 Winn St.	(781) 272-9089	2024	2009 (90-94)	
John J. Ryan	7 Grandview Ave	(617) 799-2854	2024	2016	<a href="mailto:jryan@bu.edu">jryan@bu.edu</a>
Myrna A. Saltman	15 Greystone Ct	(781) 272-4430	2024	2012	<a href="mailto:myrmasaltman@verizon.net">myrmasaltman@verizon.net</a>
Kimberley Trainor	3 Lt. Litchfield Way	(617) 797-5575	2024	2016	<a href="mailto:kimberley_trainor@yahoo.com">kimberley_trainor@yahoo.com</a>
Laura Vittum	2 Maple St	(617) 633-4205	2024	2017	<a href="mailto:vitt_maple@mac.com">vitt_maple@mac.com</a>

**PRECINCT 3**

			<u>Term Expires</u>	<u>Member Since</u>	
Sean P. Connors	14 Sears St.	(781) 270-4943	2022	1998	troopermut@verizon.net
Lucy M. Damiani	7 Hearthstone Dr.	(781) 272-3458	2024	2006	damianilucy@gmail.com
Jeffery R. DiBona	3 Michelle Dr.	(781) 366-0080	2023	2020	jrdibonaco@gmail.com
Shari Lynn Ellis	3 Hickory Ln.	(781) 270-7966	2022	1995	shari.ellis@gmail.com
James M. Frost	14 Chadwick Rd.	(781) 221-6731	2023	2010	jmat1frost@gmail.com
Joanne Frustaci	6 Valley Cir.		2024	2009	jfrustaci15@gmail.com
Christopher Hartling	1 Colleen Dr.		2022	2021	chartling4@gmail.com
Stephen G. Marchese	4 Sears St.	(781) 229-6063	2024	1984	sprink7m@aol.com
Gary D. Mercier	14 Hearthstone Dr.	(781) 273-9080	2023	2012	gm991@yahoo.com
Steven R. Morin	51 Bedford St	(413) 478-5256	2022	2012	steve@smorin.com
Mildred J. Nash	39 Sunset Dr.	(781) 272-0206	2024	1973	mjanash@massed.net
Paul Gerard Noonan	5 Ward St.	(781) 272-7160	2024	2006	pnoonan@yahoo.com
Julianne Ouellet	3 Hancock St.	(781) 724-0074	2024	2014	patterson.jules@gmail.com
Monte L. Pearson	5 Willow Way	(781) 273-0074	2023	2011	mlpearson@rcn.com
Brian T. Pupa	10 Briarwood Ln	(781) 221-3072	2022	2011	btppupa@hotmail.com
Daniel J. Raske	3 Mildred Rd.	(781) 272-4840	2023	1997	draske@verizon.net
Roger S. Riggs	4 Briarwood Ln.	(781) 229-2041	2023	2001	rriggs9000@comcast.net
Faydeen A Sateriale	95 Lexington St	(339) 327-5285	2022	2013 (2011)	faydeen@hotmail.com

**PRECINCT 4**

			<u>Term Expires</u>	<u>Member Since</u>	
Nancy Bonassera	10 Daniel Dr	(858) 382-6172	2024	2020	nancy.bonassera@gmail.com
Craig W. Callahan	19 Cedar St	(781) 953-5147	2023	2017	ccallahan@burlington.org
Karen Cooper	69 Francis Wyman Rd.	(781) 272-2510	2023	1988	kcooper65@yahoo.com
Ryan Decoste	60 Washington Ave	(978) 306-5445	2023	2020	RyanDeCoste523@gmail.com
Erin J. Ellis	13 Corcoran Rd	(781) 365-1337	2023	2014	ecellis1002@yahoo.com
Mark V. Gerbrands	3 Laurel Ln.	(781) 272-0136	2022	2012	mygerbrands@gmail.com
Douglas A Hastings	14 College Rd	(617) 633-2886	2022	2021	dougahastings@gmail.com
Joan B. Hastings	14 College Rd.	(781) 272-5777	2024	1972	joan.hastings@verizon.com
Tamara Maniscalco	2 Daniel Dr	(781) 962-3681	2024	2019	tamarad123@yahoo.com
David Miller	19 Gloria Cir	(781) 272-3937	2022	2016	nuhusky71@gmail.com
Frank P. Monaco	18 Corcoran Rd.	(781) 272-8922	2024	1994	frankpmonaco@aol.com
Bevin V. Nichols	6 Luther Rd	(781) 835-7098	2022	2021	bevin.vigneau@gmail.com
Laura G. Nichols	20 Mohawk Rd	(781) 272-0648	2024	2015	lnicholsprecinct4@gmail.com
Michael A. Proulx	76 Francis Wyman Rd.	(781) 710-0214	2023	1992 (88-89)	proulxmike@yahoo.com
Eileen Claire Sickler	13 Foster Rd	(617) 480-5832	2024	2015	eileen@esickler.com
Christine Warren	29 Greenwood Rd		2022	2017	dwarrenma@yahoo.com
Schiffon Wong	3 Haven Terrace		2023	2018	
Stephen Worsham	7 College Rd		2022	2018	worsham@sjw.com



**PRECINCT 5**

			<u>Term Expires</u>	<u>Member Since</u>	
Patricia J. Angelo	2 Austin St.	(781) 272-5339	2024	1974	
Kathleen Buckley	26 Princeton Rd	(617) 240-1456	2022	2019	<a href="mailto:kadibuckley@gmail.com">kadibuckley@gmail.com</a>
Robert F. Bunker	11 Arthur Woods	(781) 696-1064	2023	2014	<a href="mailto:robert.bunker@gmail.com">robert.bunker@gmail.com</a>
Thomas Carlson	11 Princeton Rd	(781) 272-5216	2024	2018	<a href="mailto:tmcarlsonjr@gmail.com">tmcarlsonjr@gmail.com</a>
Christine Conceison	30 Fairfax St	(978) 500-2665	2024	2020	<a href="mailto:christine.robinson807@gmail.com">christine.robinson807@gmail.com</a>
Mark Donahue	15 Raymond Rd	(617) 233-7895	2024	2020	<a href="mailto:donahue.mark@gmail.com">donahue.mark@gmail.com</a>
Gail Fay	2 Ainsworth St		2022	2019	<a href="mailto:faygail@aol.com">faygail@aol.com</a>
Albert L. Fay, Jr.	11 Raymond Rd	(781) 272-2516	2024	2012	<a href="mailto:joalfay@comcast.net">joalfay@comcast.net</a>
Adrienne C. Gerbrands	1 Maureen Dr.	(781) 272-5964	2022	2004	<a href="mailto:vgerbrands@verizon.net">vgerbrands@verizon.net</a>
Christopher P. Murphy	22 Bedford St.	(781) 273-1183	2024	2002	<a href="mailto:cpm1183@comcast.net">cpm1183@comcast.net</a>
Phyllis Neufeld	3 Meadowvale Dr	(781) 272-9594	2022	2019	<a href="mailto:pbneufeld@gmail.com">pbneufeld@gmail.com</a>
Bonnie Nichols	33 A Fairfax Rd	(781) 221-7284	2023	2020	<a href="mailto:nichols.burlington@gmail.com">nichols.burlington@gmail.com</a>
Frank P. O'Brien	3 Paul St.	(781) 270-7012	2023	2011	<a href="mailto:fklobrien@verizon.net">fklobrien@verizon.net</a>
Kelly A. Pappas	10 Carey Ave	(617) 620-7777	2022	2016	<a href="mailto:twoboystolove@verizon.net">twoboystolove@verizon.net</a>
Michele Prendergast	20 Princeton Rd	(781) 273-2829	2023	2012	<a href="mailto:micheleprendergast@comcast.net">micheleprendergast@comcast.net</a>
David S. Tait	9 Meadowvale Rd.	(781) 229-4981	2023	2002	<a href="mailto:taidtd@comcast.net">taidtd@comcast.net</a>
Richard M. Wing	4 Wing Ter.	(781) 272-2598	2023	2005 (72-74)	<a href="mailto:srwing2@comcast.net">srwing2@comcast.net</a>
Ernest R. Zabolotny	33 Paulson Dr.	(781) 272-3227	2022	2009	<a href="mailto:e.zabolotny@verizon.net">e.zabolotny@verizon.net</a>

**PRECINCT 6**

			<u>Term Expires</u>	<u>Member Since</u>	
Roger A. Bell	18 Lisa St.	(781) 272-8966	2024	2000	<a href="mailto:Rbell@versatileprint.com">Rbell@versatileprint.com</a>
John G. Cormier	8 Chester Ave.	(781) 221-3043	2023	2002	<a href="mailto:jcepegleg@aol.com">jcepegleg@aol.com</a>
Sean P Curtin	18 Woodhill Rd	(617) 645-2061	2022	2016 (08-14)	<a href="mailto:seanpatrickcurtin@gmail.com">seanpatrickcurtin@gmail.com</a>
Gayle DaMore	29 Brookside Ln	(781) 229-0155	2023	2019	<a href="mailto:gayledamore7@gmail.com">gayledamore7@gmail.com</a>
Daniel R. DiTucci	8 Lisa St	(781) 273-3346	2024	2015	<a href="mailto:danditucci@yahoo.com">danditucci@yahoo.com</a>
Elizabeth DiTucci	6 Ridgewood Ln	(781) 254-0552	2024	2020	<a href="mailto:ditucci@gmail.com">ditucci@gmail.com</a>
Maura DiTucci	5 Carter Rd	(617) 645-9825	2023	2020	<a href="mailto:mauraelizabeth123@gmail.com">mauraelizabeth123@gmail.com</a>
Daniel DiTucci, Jr	6 Ridgewood Rd	(781) 272-5434	2022	2013	<a href="mailto:dditucci@gmail.com">dditucci@gmail.com</a>
James Fraczek	9 Chester Ave	(781) 365-0774	2022	2020	<a href="mailto:jimfraczek@yahoo.com">jimfraczek@yahoo.com</a>
John K. Iler	9 Brookside Ln	(978) 436-0485	2023	2014	<a href="mailto:johniler@alum.mit.edu">johniler@alum.mit.edu</a>
Darrell Interest	11 Leroy Dr	(617) 335-2798	2022	2019	<a href="mailto:darrell.precinct6@gmail.com">darrell.precinct6@gmail.com</a>
Gary B. Kasky	8 Radcliff St.	(781) 272-3199	2024	2008	<a href="mailto:GBK48@aol.com">GBK48@aol.com</a>
Thomas Killilea	15 Wheatland St	(781) 272-2225	2022	2019 (95-16)	<a href="mailto:1ckillilea@gmail.com">1ckillilea@gmail.com</a>
Rose Manni	13 Kingsdale St.	(781) 221-7116	2023	2008	<a href="mailto:Rmanni1@verizon.net">Rmanni1@verizon.net</a>
Edward Parsons	30 Wheatland Rd	(857) 928-9415	2023	2018	<a href="mailto:Edward.parsons@gmail.com">Edward.parsons@gmail.com</a>
Salvana Shakaib	0 Davida Rd	(617) 407-1773	2024	2017	<a href="mailto:Sihtisham14@gmail.com">Sihtisham14@gmail.com</a>
Nicole Sprinkle Kadilak	38 Wheatland Rd	(650) 773-3085	2024	2021	<a href="mailto:nicci@kadilak.com">nicci@kadilak.com</a>
William F. Trelegan	19 Alma Rd	(781) 354-7458	2022	2021	<a href="mailto:wtrelegan118@gmail.com">wtrelegan118@gmail.com</a>

**PRECINCT 7**

			<u>Term</u> <u>Expires</u>	<u>Member</u> <u>Since</u>	
Jorge A Andrade	13 Sylvester Rd	(617) 462-2574	2022	2016	jorgea.andrade@gmail.com
Elliot Brown	23 Winn Valley Dr.	(781) 273-1819	2024	2014	elliote23@aol.com
Julie Cullen	18 Glen Ave	(978) 337-9888	2022	2021	juliecullen9888@gmail.com
Brenda Haney	17 Harriett Ave.	(781) 272-6648	2024	2008	
Betsey Hughes	11 Marigold Way	(781) 929-4616	2023	2017	betseyhughes@aol.com
Kevin Keene	19 Lowell St	(781) 983-5578	2023	2017	skeenow65@yahoo.com
John Kelly	14 Oxbow Ln.	(781) 272-6273	2023	2020(72-79)(96-15)	jkellyaw@gmail.com
Scott H Martin	6 Cormier Rd	(781) 270-0304	2023	2014	Scott.H.Martin224@gmail.com
Kristin Murphy-Currier	1 Crawford Rd	(617) 894-2318	2022	2021	kcossipeecamping@gmail.com
Michelle M. Papagno	11 Frances Rd	(781) 696-2315	2022	2017	mmsp66@gmail.com
Eric J. Parker	15 Burlington St	(781) 272-4482	2022	2016	parker0515@verizon.net
Jonathan Sachs	12 Oxbow Ln	(781) 272-1989	2023	2012	jon@jonsachs.com
Anthony Salamone	10 Sunnyside Ave	(781) 710-7052	2022	2021	tonysalamone19@gmail.com
Kimberly Severino	66 Winn St	(508) 441-9954	2022	2019	k.milne8888@gmail.com
Lois Smith Martin	6 Cormier Rd	(781) 270-0304	2024	2014	Smithmartin224@icloud.com
David R. Van Camp	14 Brown Ave	(781) 270-5278	2022	2012	dvancamp57@gmail.com
David F. Webb	23 Eugene Rd.	(781) 272-7617	2023	2012	webbdf@verizon.net
Mark Woods	12 Eugene Rd.	(781) 270-9692	2024	2011	woodsinn1@yahoo.com

### **TOWN MEETING MEMBER MEETING THURSDAY, JANUARY 21, 2021**

Held Virtually following the OML requirements under Governor Charlie's Baker's March 12, 2020 order suspending certain provisions of the Open Meeting Law and the Governor's March 15, 2020 order imposing strict limitations on the number of people that may gather in one place.

At 6:00 P.M., the meeting was called to order by Amy Warfield, Town Clerk, the Town Meeting Members of Precincts 6 & 7 assembled virtually to fill the vacancy in their Precinct.

**Present from Pct 6** were Liz DiTucci, Dan DiTucci SR, Dan R. DiTucci, Darrell Interest, Ed Parsons, John Cormier, John Iler, Roger Bell, Rose Manni, and Sean Curtin. There were two nominees who were present who were Greg Skehan and Nicci Kadilak. Two secret ballots was taken both resulting in a tie vote. It was decided that the Precinct would meet again prior to Town Meeting and vote again on this seat.

**Present from Pct 7** were David Webb, Jack Kelly, Jonathan Sachs, Jorge A Andrade and Rich Parker. There were only one nominee, who was present, Tony Salamone A vote was taken via a show of hands and it was unanimous. For Tony, he can by on the next day to be sworn in.

The meeting was adjourned at 6:25 PM

### **TOWN MEETING MEMBER MEETING MONDAY, JANUARY 25, 2021 BURLINGTON HIGH SCHOOL AUDITORIUM AND VIRTUALLY**

Held Virtually following the OML requirements under Governor Charlie's Baker's March 12, 2020 order suspending certain provisions of the Open Meeting Law and the Governor's March 15, 2020 order imposing strict limitations on the number of people that may gather in one place.

At 6:50 P.M., the meeting was called to order by Amy Warfield, Town Clerk, the Town Meeting Members of Precincts 6 assembled virtually to fill the vacancy in their Precinct.

**Present from Pct 6** were Liz DiTucci, Dan DiTucci SR, Dan R. DiTucci, Maura DiTucci, Darrell Interest, Ed Parsons, James Fraczek, John Cormier, John Iler, Rose Manni, Salvana Shakaib, Gary Kasky, Sean Curtin, Diane Creedon and Roger Bell was in person. There were two nominees who were present who were Greg Skehan and Nicole Kadilak. A WebEx poll was taken and the results were 10 for Nicole and 5 for Greg.

The meeting was adjourned at 7:03 PM

### **ADJOURNED TOWN MEETING MONDAY, JANUARY 25, 2021 FOGELBURG PERFORMING ARTS CENTER BURLINGTON HIGH SCHOOL**

A quorum being present, the meeting was called to order at 7:35 PM. The Moderator, Bill Beyer, called the meeting to order and lead the body in the Pledge of allegiance to the flag. The Moderator also recognized our Audio/Video staff for tonight's

meeting included: Nolan Woods, Douglas Edwards, and Madison xx. Then the Moderator recognized the new Town Meeting Members, they had been sworn in by the Town Clerk previously. The Moderator had three motions at the beginning of the meeting. The first motion was accept voting via the WebEx polling tool and show of hand counts in the 2 breakout rooms, it was moved and seconded; passed 88-3. The second motion was asked to set up three Deputy Moderators, one for each of the breakout rooms and the third in case it was needed, it was moved and seconded; passed by 79-1 vote. The Final motion was to continue until Wednesday January 27, 2021 if the business of the Town was not completed tonight, it was moved and seconded; passed 84-3. Now to the first Article:

### **GENERAL ARTICLES**

#### **ARTICLE #1 RE: Reports of Town Officers & Committees**

**MAIN MOTION:** To hear and act on the reports of the Town Officers and Committees, or to act in any other manner in relation thereto.

David VanCamp gave a preliminary presentation on the Transportation Committee and the work that they are doing. One thing is that they will be doing a survey out to the committee, gather input from other communities, working with departments and will have a final report at the May Town meeting.

**ACTION: No voted required**

#### **ARTICLE #2 RE: An Act Relative to Changing the Name of the Board of Selectmen in the Town of Burlington**

To see if the Town will vote to amend the Burlington Zoning Bylaw by deleting the word "Selectmen" each time it appears in said bylaw and inserting the term "Select Board" in place thereof, and further, deleting the words "Board of Selectmen" each time it appears and inserting in place thereof the term "Select Board" and further that the Town Clerk be authorized to make clerical, editorial or other adjustments to effectuate the purposes hereof; or to act in any other manner in relation thereto.

**MAIN MOTION:** As Printed in the Warrant

**RECOMMENDATIONS:** Planning: 5-0-0

**ACTION:** Passed; 84 FOR; 6 AGAINST; 2 ABSTAIN

**ARTICLE #3 RE: Zoning Bylaw Housekeeping Amendment**

To see if the Town will vote to amend the Zoning Bylaw as follows:

- Correct spelling and formatting throughout the Zoning Bylaw.
- Article II: Definitions - Remove the third decimal point and alphabetize the Article, numbering is as follows, 2.1 "A", 2.2 "B", 2.3 "C" ...2.26 "Z".
- Article III: Districts - Correct map references regarding the zoning map and reflect the digitized zoning and overlay maps previously adopted by Town Meeting.
- Article IV: Use Regulations - Correct formatting and references.
- Article VII: General Regulations - Clarify (non-structured) stormwater and "Low Impact Design".
- Article VIII: Overlay Districts - Update or eliminate many outdated terms and references, like "MDC".
- Article XII: Planned Development Districts - Update to include electronic permitting similar to what we did in September in Article IX "Administration and Procedures".

And further Town Meeting permits for the Planning Director in consultation with the Town Clerk to correct spelling and grammatical errors identified that do not have any effect on the substance or meaning of the Zoning Bylaw.

**MAIN MOTION:** To see if the Town will vote to amend the Zoning Bylaw as follows:

- Correct spelling and formatting throughout the Zoning Bylaws.
- Article II: Definitions - Remove the third decimal point and alphabetize the Article, numbering is as follows, 2.1 "A", 2.2 "B", 2.3 "C" ...2.26 "Z".
- Article III: Districts - Correct map references regarding the zoning map and reflect the digitized zoning and overlay maps previously adopted by Town Meeting.
- Article IV: Use Regulations - Correct formatting and references.
- Article VII: General Regulations - Clarify (non-structured) stormwater and "Low Impact Design".
- Article VIII: Overlay Districts - Update or eliminate many outdated terms and references, like "MDC".
- Article XII: Planned Development Districts - Update to include electronic permitting similar to what we did in September in Article IX "Administration and Procedures".

And further Town Meeting permits for the Planning Director in consultation with the Town Clerk to correct spelling and grammatical errors identified that do not have any effect on the substance or meaning of the Zoning Bylaws.

**RECOMMENDATIONS:** Planning: 5-0-0  
Zoning Bylaw Review: 9-0

**ACTION:**

Passed; 92 FOR; 1 AGAINST

**ARTICLE #4 RE: Board of Health Associate Director of Public Health**

To see if the Town will vote to transfer from available funds, or otherwise provide a sum of money not to exceed \$40,000 for the remainder of FY2021 to fund wages for a newly created role for the Board of Health Department for the position of Associate Director of Public Health position; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash to budget line 60, Board of Health Salaries, the sum of \$40,000 to fund wages for a newly created role for the Board of Health Department for the position of Associate Director of Public Health position.

**MOTION WAS MADE TO MOVE THE**

**QUESTION:** That passed 89 FOR; 10 AGAINST.

**RECOMMENDATIONS:** Board of Health: 5-0  
Ways & Means: 9-5-0

**ACTION:** Passed; 72 FOR; 24 AGAINST

**ARTICLE #5 RE: Replenish Reserve Fund**

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash to the budget line item 92 - Reserve Fund, the sum of \$100,000; or to act in any other manner in relation thereto.

**RECOMMENDATIONS:** Ways & Means; 14-0  
Selectmen: 5-0

**ACTION:**

Passed; 88 FOR; 3 AGAINST; 1 ABSTAIN

**ARTICLE #6 RE: Transportation Infrastructure Fund**

**MAIN MOTION:** To see if the Town will transfer the sum of \$55,253 from Receipts Reserved for Appropriation-Commonwealth Transportation Infrastructure Fund monies to address the impact of transportation network services on municipal roads, bridges and other transportation infrastructure or any other public purpose substantially related to the operation of transportation network services in the city



or town including, but not limited to, the complete streets program established in section 1 of chapter 90I of the General Laws and other programs that support alternative modes of transportation;

**RECOMMENDATIONS:** Ways & Means; 14-0  
Selectmen: 5-0

**ACTION:**

Passed; 93 FOR; 3 AGAINST; 1 ABSTAIN

**ARTICLE #7 RE: Transfer from Free Cash to Water Stabilization Fund**

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$534,141 to the Water Stabilization Fund;

**RECOMMENDATIONS:** Ways & Means; 14-0  
Selectmen: 5-0

**ACTION:**

Passed; 93 FOR; 3 AGAINST; 1 ABSTAIN

**ARTICLE #8 RE: Phase 2A MWRA Water Connection**

**MAIN MOTION:** To see if the Town will appropriate \$9,900,000, to be expended under the direction of the Town Administrator, to pay costs of water connection construction under Phase 2A and MWRA entrance fees, and for the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §8, or any other enabling authority, and to issue bonds or notes of the Town therefor. All or any portion of this borrowing may be undertaken through the Massachusetts Water Resources Authority's Loan Program ("MWRA"). The Treasurer, the Town Administrator, and the Selectmen are authorized to execute and deliver any and all documents and agreements that may be required by the MWRA in connection with any borrowing through the MWRA. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c.44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount;

**RECOMMENDATIONS:** Ways & Means; 14-0  
Selectmen: 5-0

**ACTION:**

Passed; 85 FOR; 5 AGAINST;

**ARTICLE #9 RE: COVID-19 Testing Program**

**MAIN MOTION:** To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide the sum of \$TBD, for the purpose of funding a COVID-19 (SARS-CoV-2) Testing Program, same to be spent under the direction of the School Committee;

**ACTION:** WITHDRAWN prior to the meeting

**ARTICLE #10 RE: Amend the FY2021 Operating Budget - Local Education**

**MAIN MOTION:** To see if the Town will vote to amend Article #4 of the September 30, 2020 Annual Town Meeting, "Amend the FY 2021 Operating Budget", by increasing the amount appropriated on line 55, "Local Education", by \$TBD, for the purpose of funding additional transportation costs related to school schedule changes in response to Covid-19; by means of raise and appropriate, transfer from available funds or otherwise provide the sum;

**ACTION:** WITHDRAWN

**ARTICLE #11 RE: Alteration of Public Way - Dartmouth Road**

**MAIN MOTION:** To see if the Town will vote to discontinue and abandon that portion of Dartmouth Road as shown on the redlined plan "General Walker Estates, Terra Firma Lane, Burlington, MA, prepared by Dressers, Williams and Way, Inc., dated January 17, 2017, redlined to December 10, 2020, to be further revised by Dressers Williams and Way prior to filing at the Middlesex South Registry of Deeds. Said original plan filed at the Middlesex South Registry of Deeds on March 8, 2017 as Plan 230 of 2017 and which parcels for discontinuance and abandon are shown as Lot "A" including square feet more or less and Lot "B" including square feet more or less and thereafter, that the use thereof is changed from municipal use to for the purpose of conveyance and thereafter authorize the Board of Selectmen to convey Lot "A" to the owner of property located at 2 Dartmouth Road, parcel 21-188-0 and Lot "B" to the owner of 4 Dartmouth Road, Parcel 21-189 including any and all utilities located therein;

**RECOMMENDATIONS:** Ways & Means; 14-0  
Selectmen: 5-0

**ACTION:** POSTPONED prior to the meeting

**ARTICLE #12 RE: An Act Relative to Changing the Name of the Board of Selectmen in the Town of Burlington**

**MAIN MOTION:** To see if the Town will vote to amend the Burlington General Bylaws by deleting the word "Selectmen" each time it appears in said bylaw and inserting the term "Select Board" in place thereof, and further, deleting the words "Board of Selectmen" each time it appears and inserting in place thereof the term "Select Board" and further that the Town Clerk be authorized to make clerical, editorial or other adjustments to effectuate the purposes hereof;

**RECOMMENDATIONS:** Selectmen: 5-0  
BYLAW Review 5-0

**ACTION:**  
Passed; 85 FOR; 5 AGAINST; 1 ABSTAIN

**ARTICLE #13 RE: Home Rule Petition to Amend Chapter 686 of the Acts of 1970, as Amended - An Act Relative to Changing the Name of the Board of Selectmen in the Town of Burlington**

**MAIN MOTION:** To see if the Town will vote to authorize the Board of Selectmen to file a Home Rule Petition with the Great and General Court amending Chapter 686 of the Acts of 1970, as amended by Chapter 549 of the Acts of 1978, Chapter 469 of the Acts of 1986, Chapter 160 of the Acts of 1993, Chapter 133 of the Acts of 2011 and Chapter 106 of the Acts of 2017, and further by deleting the word "Selectmen" each time it appears in the Special Act and inserting the term "Select Board" in place thereof, and further, deleting the words "Board of Selectmen" each time it appears and inserting in place thereof the term "Select Board", provided that the General Court may only make clerical or editorial changes of form to the bill unless the Board of Selectmen approves amendments to the bill before enactment by the General Court. The Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of the petition;

**RECOMMENDATIONS:** Selectmen: 5-0  
BYLAW Review 5-0

**ACTION:**  
Passed; 84 FOR; 5 AGAINST; 1 ABSTAIN

**ARTICLE #14 RE: Amend General Bylaw Article XIV, Burlington Stormwater Management Bylaw governing erosion and sedimentation control for new and redevelopment projects during construction and post-construction periods**

**MAIN MOTION:** To see if the Town will vote to amend the General Bylaws Article XIV to include the following language:

**ACTION:** POSTPONED prior to the meeting

**ARTICLE #15 RE: Amend General Bylaw Article XIV – Environment**

To see if the Town will vote to amend the General Bylaw Article XIV – Environment by adding a new Section 4.6 entitled Curbside Material Pickup Start Time, as follows:

4.6 Curbside Material Pickup Start Time - The purpose of this bylaw is to set the start time curbside pickup of materials can begin in order to minimize disturbances to residents.

4.6.1 Definitions – Curbside Materials shall include, but not be limited to, trash, refuse, garbage, recyclables, appliances, and yard waste.

4.6.2 Curbside Material Pickup Start Time – Curbside material pickup shall not be allowed before 7:00 AM.

4.6.3 Applicability – This bylaw applies to all zoning districts. This bylaw shall not apply to emergency conditions that warrant Curbside Material pickup. Nothing in this bylaw shall limit the authority of the Select Board to set or limit Curbside Material pickup hours.

4.6.4 Enforcement – This bylaw shall be enforced through non-criminal disposition of the Superintendent of Public Works, his or her designee, or any police officer of the Town of Burlington.

4.6.5 Penalties of Violations – Violators of the bylaw shall be issued a warning on the first violation. Each subsequent violation shall result in a fine of \$300; each day of violation constitutes a separate offense.

**RECOMMENDATIONS:** Selectmen: 5-0  
BYLAW Review 4-1

**ADMENDMENT WAS MADE** by John Iler, PCT#6, moved and seconded to change section 4.6.3 to read as follows:

4.6.3 Applicability - This bylaw applies to all zoning districts. Each of the following shall have the authority to suspend application of this bylaw during an emergency condition for a period not to exceed 30 days in any single instance:

Select Board, Town Administrator, Director of Public Health, Director of Public Works.

**VOTE WAS TAKEN ON THE AMENDMENT;**  
68 FOR; 18 AGAINST - Amendment passes.

**MAIN MOTION:** To see if the Town will vote to amend the General Bylaw Article XIV Environment by adding a new Section 4.6 entitled Curbside Material Pickup Start Time, as follows:

4.6 Curbside Material Pickup Start Time - The purpose of this bylaw is to set the start time curbside pickup of materials can begin in order to minimize disturbances to residents.

4.6.1 Definitions - Curbside Materials shall include, but not be limited to, trash, refuse, garbage, recyclables, appliances, and yard waste.

4.6.2 Curbside - Material Pickup Start Time - Curbside material pickup shall not be allowed before 7:00 AM.

4.6.3 Applicability - This bylaw applies to all zoning districts. Each of the following shall have the authority to suspend application of this bylaw during an emergency condition for a period not to exceed 30 days in any single instance: Select Board, Town Administrator, Director of Public Health, and Director of Public Works.

4.6.4 Enforcement - This bylaw shall be enforced through non-criminal disposition of the Superintendent of Public Works, his or her designee, or any police officer of the Town of Burlington.

4.6.5 Penalties of Violations - Violators of the bylaw shall be issued a warning on the first violation. Each subsequent violation shall result in a fine of \$300; each day of violation constitutes a separate offense.

**ACTION: On Motion as Amended**

Passed; 67 FOR; 23 AGAINST; 1 ABSTAIN

The business of the Town being concluded, a motion was made to adjourn, seconded and voted unanimously. Meeting was adjourned at 10:08 PM.

Respectfully Submitted

*Amy E. Warfield*  
Town Clerk



## **TOWN MEETING MEMBER MEETING THURSDAY, APRIL 22, 2021**

Held Virtually following the OML requirements under Governor Charlie's Baker's March 12, 2020 order suspending certain provisions of the Open Meeting Law and the Governor's March 15, 2020 order imposing strict limitations on the number of people that may gather in one place.

At 6:10 P.M., the meeting was called to order by Amy Warfield, Town Clerk, the Town Meeting Members of Precincts 5 & 7 assembled virtually and in person to fill the vacancy in their Precinct. **Present from Pct 5** were Bonnie Nichols, Frank O'Brien, Michele Prendergast and Richard Wing and Pat Angelo were in person. There were two nominees who were present who were Ernie Zabolonty and Sarah Khan. A show of hand vote was taken results were 4 for Ernie, 1 for Sarah, resulting in Ernie being reappointed to fill the seat.

**Present from Pct 7** were David Webb, Jack Kelly, and David Webb. There were no nominees, at this time so it was decided that the members would meet again prior to Town Meeting to try to fill the seat. The meeting was adjourned at 6:20 PM

## **TOWN MEETING MEMBER MEETING MONDAY, MAY 10, 2021 BURLINGTON HIGH SCHOOL AUDITORIUM AND VIRTUALLY**

Held Virtually following the OML requirements under Governor Charlie's Baker's March 12, 2020 order suspending certain provisions of the Open Meeting Law and the Governor's March 15, 2020 order imposing strict limitations on the number of people that may gather in one place.

At 7:08P.M., the meeting was called to order by Amy Warfield, Town Clerk, the Town Meeting Members of Precincts 7 assembled virtually and in person to fill the vacancy in their Precinct. **Present from Pct 7** were Rick Parker, David VanCamp, David Webb, Jack Kelly, Mark Wood, Tony Salamone and Elliot Brown was in person. There were two nominees who were present who were Julie Cullen and Josh Marcantel. A WebEx poll was taken and the results were 6 for Julie and 1 for Josh, resulting in Julie being appointed to fill the seat. The meeting was adjourned at 7:20 PM

## **ANNUAL TOWN MEETING MONDAY, May 10, 2021 FOGELBURG PERFORMING ARTS CENTER BURLINGTON HIGH SCHOOL AND VIRTUALLY**

Meeting held follow requirements of Chapter 92, sections 8 and 17; of the Acts of 2020: An Act Relative to Municipal Governance During the

COVID-19. This section sets forth a process for remote town meetings to be conducted for representative town meetings through means of video or telephone conferencing platforms. A quorum being present, the meeting was called to order at 7:44 PM. The Moderator, Bill Beyer, called the meeting to order and lead the body in the Pledge of allegiance to the flag. The Moderator requested three motions at the beginning of the meeting. The first motion was accept voting via the WebEx polling tool and show of hand counts in the 2 breakout rooms. The second motion was requested that Bruce Morey, Roger Bell and David Woodilla be set up as Deputy Moderators, one for each of the breakout rooms and the third in case it was needed. The Final motion was to continue until Wednesday May 12, 2021 if the business of the Town was not completed tonight. These were moved and seconded; passed 87-1-0. Now to the first Article:

### **GENERAL ARTICLES**

#### **ARTICLE #1 RE: Reports of Town Officers & Committees**

**MAIN MOTION:** To hear and act on the reports of the Town Officers and Committees, or to act in any other manner in relation thereto.

David VanCamp gave a final presentation on the Transportation Committee and the work that they are doing. A portion of the presentation from Paul Sagarino, Town Administrator, on the state of the Town was played for an update of the financial status. Then Steve Morin, Chair of Ways & Means updated the body with a report from that committee in regards to their review of the budget and financial articles.

**ACTION: No voted required**

#### **ARTICLE #2 RE: Transfer of Funds FY2021/Various Accounts**

To see if the Town will vote to transfer from available funds a sum of money for the purpose of paying for expenses incurred in FY2021 to various accounts same to be expended under the direction of the appropriate authorities; or to act in any other manner in relation thereto.

**MAIN MOTION:** Withdrawn

**ACTION:** None taken



**ARTICLE # 3 RE: Fund FY2022  
Operating Budget**

To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide a sum of money, \$TBD, sufficient to cover the requests of the various departments for FY2022, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide a sum of money, \$152,291,800, sufficient to cover the requests of the various departments for FY2022.

FY 2022 Operating Budget			
113- Town Meeting and Reports			
1- TOTAL SALARIES 3,333			
2- TOTAL EXPENSES 12,575			
<b>GRAND TOTAL</b>	0.00%	15,908	
119- Other Legislative Committees			
3- TOTAL SALARIES 7,744			
4- TOTAL EXPENSES 273			
<b>GRAND TOTAL</b>	-5.87%	8,017	
122- Selectmen/Town Administrator			
<b>TOTAL SALARIES</b>		622,496	
<b>TOTAL EXPENSES</b>		48,015	
<b>TOTAL SPECIAL</b>		17,500	
<b>GRAND TOTAL</b>		688,011	
3.70%			
135- Town Accountant			
8- TOTAL SALARIES 428,837			
9- TOTAL EXPENSES 5,295			
<b>GRAND TOTAL</b>		434,132	
1.19%			
141- Assessor			
10- TOTAL SALARIES 308,704			
11- Total Expenses 108075			
<b>GRAND TOTAL</b>		416,779	H
1.10%			
145- Treasurer/Collector			
<b>TOTAL SALARIES</b>		653,245	
<b>TOTAL EXPENSES</b>		27,100	

TOTAL SPECIAL		100	
<b>GRAND TOTAL</b>		680,445	
0.99%			
149-Central Administration			
W&M			
2022			
15-	Unemployment Comp. (A)	100,000	
16-	Ch. 32B Health Ins. (A)	15,028,422	
17-	Medicare (A)	1,260,128	
18-	Transfer to OPEB (A)	852,493	
19-	Town Insurance (A)	1,156,399	
20-	Pension Reim. (A)	0	
21-	Financial Services (A)	60,000	
22-	Central Supply	110,000	
23-	Central Machine	26,550	
	<b>GRAND TOTAL</b>	18,593,992	
	9.82%		
151-Legal			
24- TOTAL EXPENSES 202,000			
<b>GRAND TOTAL</b>		202,000	H
0.00%			
152-Human Resources			
25- TOTAL SALARIES 141,897			
26- TOTAL EXPENSES 4,390			
27- TOTAL SPECIAL 14,500			
<b>Grand Total</b>	0.17%	160,787	
28- TOTAL SALARIES 339,869			
29- TOTAL EXPENSES 327,586			
<b>GRAND TOTAL</b>		667,455	
2.06%			
161-Town Clerk			
<b>TOTAL SALARIES</b>		360,545	
<b>TOTAL EXPENSES</b>		20,100	
<b>TOTAL SPECIAL</b>		29,768	
<b>GRAND TOTAL</b>		410,413	
-8.32%			
162-Board of Registrars			
33- TOTAL SALARIES 1,250			
34- TOTAL EXPENSES 10,800			
<b>GRAND TOTAL</b>		12,050	
0.00%			
171-Conservation			
<b>35-TOTAL SALARIES</b>		244,783	
<b>36-TOTAL EXPENSES</b>		10,050	

37-TOTAL SPECIAL	18,800		
GRAND TOTAL	273,633		
2.20%			
175-Planning			
38- TOTAL SALARIES			
336,289			
39- TOTAL EXPENSES			
33,348			
GRAND TOTAL	369,637		
2.63%			
176-Board of Appeals			
40- TOTAL SALARIES			
13,481			
41- TOTAL EXPENSES			
250			
GRAND TOTAL	13,731		
0.00%			
192- Town Facilities			
42- TOTAL EXPENSES			
95,943			
GRAND TOTAL	95,943		
0.00%			
210-Police			
43-TOTAL SALARIES	8,695,985		
44-TOTAL EXPENSES	595,231		
45-TOTAL SPECIAL	345,810		
GRAND TOTAL	9,637,026		
3.72%			
220-Fire			
46-TOTAL SALARIES	7,971,898		
47-TOTAL EXPENSES	520,218		
48-TOTAL SPECIAL	209,060		
GRAND TOTAL	8,701,176		
1.19%			
241-Building			
49- TOTAL SALARIES			
720,514			
50- TOTAL EXPENSES			
39,523			
GRAND TOTAL	760,037	H	
6.36%			
244- Sealer of Weights and Measures			
51- TOTAL EXPENSES			
7,800			
GRAND TOTAL	7,800		
0.00%			
291- Emergency Management			
52-TOTAL SALARIES	10,000		
53-TOTAL EXPENSES	8,100		
54-TOTAL SPECIAL	5,500		
GRAND TOTAL	23,600		
0.00%			
300-Local Education			
55- TOTAL LOCAL ED.	69,470,567	H	
GRAND TOTAL			
2.43%			
301-Regional School Assessments			

56- TOTAL REG. SCHOOL (A)	2,833,083		
GRAND TOTAL			
3.63%			
Public Works			
57-SALARIES TOTAL	5,737,205		
58-EXPENSES TOTAL	3,401,542		
59-SPECIAL TOTAL	824,200		
60- Rubbish & Garbage (A)			
2,244,200			
61- Street Lights (A)			
370,500			
62- DEP Assessment (A)			
15,000			
THE GRAND TOTAL	12,592,647	H	
2.61%			
510-Board of Health			
63-TOTAL SALARIES	637,609		
64-TOTAL EXPENSES	31,946		
65-TOTAL SPECIAL	1,000		
66- Hazardous Waste (A)			
50,000			
67- Mosquito Control (A)			
45,743			
GRAND TOTAL	766,298		
11.28%			
541-Council on Aging			
68-TOTAL SALARIES	401,004		
69-TOTAL EXPENSES	9,550		
70-TOTAL SPECIAL	7,442		
GRAND TOTAL	417,996		
3.76%			
543-Veterans Services			
71-TOTAL SALARIES	141,589		
72-TOTAL EXPENSES	3,109		
73-TOTAL SPECIAL	112,000		
GRAND TOTAL	256,698		
0.76%			
549-Youth and Family Services			
74- TOTAL SALARIES			
454,769			
75- TOTAL EXPENSES			
24,256			
GRAND TOTAL	479,025		
1.07%			
590- Disability Access Commission			
76- TOTAL SALARIES			
534			
77- TOTAL EXPENSES			
400			
GRAND TOTAL	934		
-0.85%			
610-Library			
78-TOTAL SALARIES	1,373,405		
79-TOTAL EXPENSES	79,422		
80-TOTAL SPECIAL	196,095		

<b>GRAND TOTAL</b> 2.42%		1,648,922	H
630 and 631 Recreation			
<b>81-TOTAL SALARIES</b>		<b>1,604,122</b>	
<b>82-TOTAL EXPENSES</b>		<b>305,060</b>	
<b>83-TOTAL SPECIAL</b>		<b>15,030</b>	
<b>GRAND TOTAL</b> 1.69%		1,924,212	
691-Historical Commission			
<b>84- TOTAL EXPENSES</b> 9,625			
<b>GRAND TOTAL</b> -1.58%		9,625	
710- Debt Service			
85- Principal (A)	0.87%	4,386,593	
86-Interest (A)	8.61%	2,390,179	
<b>GRAND TOTAL</b>	3.47%	6,776,772	
87-Reserve Fund	-33.33%	200,000	
88-Middlesex Retirement (A)	10.13%	11,757,449	H
89-Negotiated Settlements	114.22%	535,000	II
90-Stabilization (A)	0.00%	0	
91-Local Transport (A)	-58.33%	50,000	
92-Capital Budget (A)	0.00%	400,000	
<b>Grand Total</b>		12,942,449	
<b>TOTAL OPERATING BUDGET</b>		<b>152,291,800</b>	
AMOUNT HELD		99,617,176	
AMOUNT PASSED		52,674,624	

**ARTICLE # 5****RE: Transfer from  
Free Cash to OPEB Trust  
Fund**

To see if the Town will vote to transfer a sum of money from Free Cash to place in the Town's OPEB (Other Post-Employment Benefits) Trust Fund; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer the sum of \$675,000 from Free Cash to place in the Town's OPEB (Other Post-Employment Benefits) Trust Fund.

**RECOMMENDATION:** Ways & Means 14-0-0

**ACTION:**

**Passed by Majority 84 For-6 Against-1  
Abstain**

**ARTICLE # 6****RE: Fund Revolving  
Accounts**

To see if the Town will vote to authorize revolving funds for certain Town departments under the Town of Burlington General Bylaws Section 6.6 and M.G.L. Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2021, or to act in any other manner in relation thereto.

**RECOMMENDATION:** Selectmen 5-0

**ACTION:** After the process of going through the budget and HOLDing the items that there were questions on the amount of \$36,516,407, was passed 87 For, 4 Against, 1 Abstention on the non Held items. After reviewing the Held items the full budget amount of \$152,291,800 was **Passed by Majority 82 For, 3 Against, 1 Abstain.**

**ARTICLE # 4 RE: Transfer from Free  
Cash to Stabilization  
Fund**

To see if the Town will vote to transfer a sum of money from Free Cash place in the Town's Stabilization Account; or to act in any other manner in relation thereto.

**MAIN MOTION:** Withdrawn

**ACTION:** None Taken

Revolving Fund Name	Department Or Board	Expenditure Limit
Cross Connection – Backflow Prevention	Public Works	\$80,000
B-line Local Mini Bus	Public Works	\$50,000
Grand View Farm	Board of Selectmen	\$90,000
Nursing Programs & Services	Bd of Health	\$40,000
Plan Imaging & Property File Documents	Building Dept	\$25,000
Sale of Recyclable Materials, Trash Bags & Toters	Board of Selectmen	\$75,000
Sealer of Weights and Measures	Board of Selectmen	\$20,000
Ice Palace Improvement & Maintenance	Board of Selectmen	\$36,000



**Meadowbrook  
School  
Maintenance  
and  
Improvements**

**Board of  
Selectmen**

**\$105,000**

Meeting held follow requirements of Chapter 92, sections 8 and 17; of the Acts of 2020: An Act Relative to Municipal Governance During the COVID-19. This section sets forth a process for remote town meetings to be conducted for

**MAIN MOTION:** As Printed in the Warrant

**RECOMMENDATION:** Selectmen 5-0  
Ways & Means 13-1-0

**ACTION:**  
**Passed by Majority 87 For- 1 Against**

**ARTICLE #7 RE: Fund FY 2022  
Capital Budget**

To see if the Town will vote to transfer from Free Cash the sum of \$2,716,400 or borrow, raise or appropriate any other amount for the items contained within the following proposed FY2022 Capital Budget, same to be expended under the appropriate authorities as indicated:

**PR# DEPT. PROJECT NAME  
SPENDING AMOUNT  
FROM FREE CASH (7-1) - (7-19):**

7-1 CLERK-H Election Equipment  
Town Clerk \$50,000

Recommendations: W&Ms 14-0-0; Cap Budget 7-0  
Vote on this item was 80 For- 7 Against.

7-2 DPW-H Vehicle Replacement  
Selectmen \$399,000

Recommendations:  
Selectmen 5-0; W&Ms 14-0-0; Cap Budget 7-0  
Vote on this item was 73 For- 9 Against.

A motion was made to adjourn, seconded and voted unanimously. Meeting was adjourned at 10:59 PM.

The business of Town Meeting will be continued at 7:30 PM on May 12, starting with Article 7-3.

Respectfully Submitted

Any E. Warfield  
Town Clerk

**ANNUAL TOWN MEETING  
MONDAY, May 12, 2021  
FOGELBURG PERFORMING  
ARTS CENTER BURLINGTON  
HIGH SCHOOL AND VIRTUALLY**

representative town meetings through means of video or telephone conferencing platforms. A quorum being present, the meeting was called to order at 7:44 PM. The Moderator, Bill Beyer, called the meeting to order and lead the body in the Pledge of allegiance to the flag. The Moderator requested a motion that if the business of the meeting is not completed to continue until Wednesday May 12, 2021 if the business of the Town was not completed tonight. It was moved and seconded; passed unanimously with a show of hands. Now to the continued business of the evening:

7-3 DPW-H Drainage Repair/Stream  
Cleaning  
Selectmen \$200,000

Recommendations:  
Selectmen 5-0; W&Ms 14-0-0; Cap Budget 7-0  
Vote on this item was 77 For- 1 Against.

7-4 DPW Sewer Pump and VFD  
Upgrade  
Selectmen \$80,000

Recommendations:  
Selectmen 5-0; W&Ms 14-0-0; Cap Budget 7-0

7-5 DPW Mill Pond Pump 3 VFD  
and Control Panel Box  
Selectmen \$40,000

Recommendations:  
Selectmen 5-0; W&Ms 14-0-0; Cap Budget 7-0

7-6 DPW Partridge Lane Pump  
Station Force main Design  
Selectmen \$100,000

Recommendations:  
Selectmen 5-0; W&Ms 14-0-0; Cap Budget 7-0

7-7 DPW-H Library Roof  
Selectmen \$350,000

Recommendations:  
Selectmen 5-0; W&Ms 11-1-2; Cap Budget 7-0  
Vote on this item was 79 For- 4 Against.

7-8 DPW Demolition of Town  
Property (Carpenter House) Selectmen  
\$15,000 **POSTPONED**

7-09 FIRE Lexipol Policy and Training  
Solutions Selectmen  
\$36,000 **POSTPONED**



- 7-10 FIRE-H Administrative Vehicle Replacement  
Selectmen \$33,000

Recommendations:  
Selectmen 5-0; W&Ms 13-1-0; Cap Budget 7-0  
Vote on this item was 72 For- 20 Against.

- 7-11 RECREATION-H Wildwood Park Sun Shade  
Recreation \$45,000  
Recommendations: W&Ms 14-0-0; Cap Bdg 0-7  
Vote on this item was: 83 For- 13 Against- 1 Abstain

- 7-12 RECREATION-H Overseeder  
Recreation \$18,000  
Recommendations: W&Ms 14-0-0; Cap Bdg 0-7  
Vote on this item was: 88 For- 3 Against

- 7-13 RECREATION Accessible Van  
Recreation \$58,000  
Recommendations: W&Ms 14-0-0; Cap Bdg 0-7

- 7-14 SCHOOL-H BHS Turf Field  
Replacement & Track Resurface  
School Comm \$725,000  
Recommendations: W&Ms 12-2-0; Cap Bdt 5-1-1  
Vote on this item was: 58 For- 23 Against

- 7-15 SCHOOL Francis Wyman Intercom Replacement  
School Comm \$272,400  
Recommendations: W&Ms 14-0-0; Cap Bdg 0-7

- 7-16 SCHOOL-H System-wide Sanitary Hygiene Product Dispenser Installation  
School Comm \$55,000  
Recommendations: W&Ms 14-0-0; Cap Bdg 3-4  
Vote on this item was: 76 For- 15 Against

- 7-17 SCHOOL Insulation & Weather Stripping  
School Comm \$187,000  
Recommendations: W&Ms 14-0-0; Cap Bdg 0-7

- 7-18 SELECTMEN Historical Storage Shed  
Selectmen \$28,000  
**POSTPONED**

- 7-19 SELECTMEN Town Common 9/11 Memorial Improvements  
Selectmen \$25,000  
Recommendations: W&Ms 14-0-0; Cap Bdg 6-1

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$2,637,400 for the items contained within the following proposed FY2022 Capital Budget, same to be

expended under the appropriate authorities as indicated: (in the preceding chart).

**ACTION:** After the process of going through the Capital Budget items and HOLDing (-H) the items that there were in question the amount of \$762,400, was passed 83 For - 2 Against on the non Held items. After reviewing the Held items those items were all past as request for the amount of \$1,875,000. The total amount of this Article was \$2,637,400.

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## ARTICLE # 8

**RE: Chapter 90**

To see if the Town will vote to accept any and all grants relative to the Chapter 90 allocation from the Commonwealth of Massachusetts for the purpose of funding roadway improvements, same to be spent under the direction of the Town Administrator, or to act in any other manner in relation thereto.

(Other Post-Employment Benefits) Trust Fund; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to accept any and all grants including but not limited to \$1,092,064 relative to the Chapter 90 allocation from the Commonwealth of Massachusetts for the purpose of funding roadway improvements, same to be spent under the direction of the Town Administrator.

**RECOMMENDATION:** Selectmen 5-0  
Ways & Means 14-0-0

**ACTION:**  
**Passed: 80 For – 0 Against - 1 Abstention**

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## ARTICLE #9

**RE: MWRA I/I Debt Service**

To see if the Town will vote to transfer from the Sewer Inflow/Infiltration fund the sum of \$77,975 for the purpose of paying the FY2022 debt service on the Town's three existing 0% MWRA I/I loans; or to act in any other manner in relation thereto.:

**MAIN MOTION: As Printed in the Warrant**

**RECOMMENDATION:** Selectmen 5-0  
Ways & Means 14-0-0

**ACTION:**  
**Passed: 78 For – 0 Against - 0 Abstention**

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**ARTICLE #10            RE:    Sewer Enterprise Fund**

To see if the Town will vote to transfer the sum of \$6,412,321 to operate the FY2022 Sewer Services Enterprise, including sewer assessment, maintenance, and debt services, of which \$5,921,284 will come from the FY2022 Sewer Services Enterprise estimated revenue account, and \$491,037 will come from Sewer Services Enterprise Fund retained earnings account; or to act in any other manner in relation thereto.

**MAIN MOTION: As Printed in the Warrant**

**RECOMMENDATION:** Selectmen 5-0  
                                 Ways & Means 13-0-0

**ACTION:**  
**Passed: 82 For – 0 Against - 0 Abstention**

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**ARTICLE #11            RE:    Transfer from Water Stabilization**

To see if the Town will vote to transfer from the Water Stabilization Fund the sum of \$462,000 or any other sum, to cover the operating expenses and debt service related to the connection to the Massachusetts Water Resources Authority (MWRA) system; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from the Water Stabilization Fund the sum of \$462,000 to cover the operating expenses and debt service related to the connection to the Massachusetts Water Resources Authority (MWRA) system

**RECOMMENDATION:** Selectmen 5-0  
                                 Ways & Means 14-0-0

**ACTION:**  
**Passed: 77 For – 4 Against**

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**ARTICLE #12            RE: Borrowing - Phase 1 Public Safety Communications Network Upgrade and Replacement**

To see if the Town will vote to borrow, transfer from available funds, or otherwise provide the sum of \$1,240,000 for the purpose of paying costs for designing, constructing, programming and configuration of Phase I of the Town's Public Safety Communications Network Upgrade and Replacement, and costs incidental or related thereto, same to be spent under the direction of

the Town Administrator; that to meet this appropriation, the Treasurer with the approval of the Board of Selectmen is hereby authorized to borrow \$1,240,000 pursuant to General Laws Chapter 44, Sections 7 or 8, or any other enabling authority, and to issue bonds and notes therefor; and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to appropriate the sum of \$1,240,000 for the purpose of paying costs for designing, constructing, programming and configuration of Phase I of the Town's Public Safety Communications Network Upgrade and Replacement, and costs incidental or related thereto, same to be spent under the direction of the Town Administrator; that to meet this appropriation, the Treasurer with the approval of the Board of Selectmen is hereby authorized to borrow \$1,240,000 pursuant to General Laws Chapter 44, Sections 7 or 8, or any other enabling authority, and to issue bonds and notes therefor; and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

**RECOMMENDATION:** Selectmen 5-0  
                                 Ways & Means 11-3-0

**ACTION:**  
**Passed: 73 For – 6 Against - 0 Abstention**

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**ARTICLE #13            RE:    Borrowing - Water Main Upgrade/Replacement**

To see if the Town will vote to borrow, transfer from available funds, or otherwise provide the sum of \$1,500,000, or any other sum, for the purpose of paying costs for funding Water Distribution System Upgrades, and costs incidental or related thereto, same to be spent under the direction of the Town Administrator; that to meet this appropriation, the Treasurer with

the approval of the Board of Selectmen is hereby authorized to borrow \$1,500,000 pursuant to General Laws Chapter 44, Sections 7 or 8, or any other enabling authority, and to issue bonds and notes therefor; and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to appropriate the sum of \$1,500,000 for the purpose of paying costs for funding Water Distribution System Upgrades, and costs incidental or related thereto, same to be spent under the direction of the Town Administrator; that to meet this appropriation, the Treasurer with the approval of the Board of Selectmen is hereby authorized to borrow \$1,500,000 pursuant to General Laws Chapter 44, Sections 7 or 8, or any other enabling authority, and to issue bonds and notes therefor; and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount

**RECOMMENDATION:** Selectmen 5-0  
Ways & Means 14-0-0

**ACTION:**  
**Passed: 86 For – 2 Against – 1 Abstention**

**ARTICLE #14            RE: Borrowing - Francis Wyman Pump Station/Forcemain Rehabilitation**

To see if the Town will vote to borrow, transfer from available funds, or otherwise provide the sum of \$4,000,000, or any other sum, for the purpose of paying costs for repairing the forcemain at the Francis Wyman Sewer Pumping Station, and costs incidental or related thereto, same to be spent under the direction of the Town Administrator; that to meet this appropriation, the Treasurer with the approval of the Board of Selectmen is hereby authorized to borrow \$4,000,000 pursuant to General Laws Chapter 44, Sections 7 or 8, or any other enabling authority,

and to issue bonds and notes therefor; and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or to act in any other manner in relation thereto.

**MAIN MOTION: Postponed**

**ACTION: None taken**

**ARTICLE #15            RE: PEG Cable Access Enterprise Fund**

To see if the Town will vote to transfer the sum of \$585,000 to operate the FY2022 Peg Cable Access Enterprise of which \$585,000 will come from the FY2022 PEG Cable Access Enterprise Fund Estimated Revenue Account; or to act in any other manner in relation thereto.

**MAIN MOTION: As Printed in the Warrant**

**RECOMMENDATION:** Selectmen 5-0  
Ways & Means 14-0-0

**ACTION:**  
**Passed: 74 For – 4 Against – 1 Abstention**

**ARTICLE #16            RE: Transfer from Receipts Reserved Account for Ambulance Services**

To see if the Town will vote to transfer from the Receipts Reserved Account for Ambulance Services the sum of \$TBD, or any other sum, to cover the costs associated with operating ambulance services at the advanced life support paramedic level; or to act in any other manner in relation thereto.

**MAIN MOTION: Postponed**

**ACTION: None taken**

**ARTICLE #17            RE: Tax Abatement Defense Fund**

To see if the Town will vote to raise and appropriate, transfer available funds, or otherwise provide the sum of 200,000 or any other sum to



fund legal, appraisal, and consulting services for property tax challenges; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from the Overlay Surplus Account the sum of \$200,000 to fund legal, appraisal, and consulting services for property tax challenges.

**RECOMMENDATION:** Ways & Means 14-0-0

**ACTION:** Passed: 74 For – 4 Against

**ARTICLE #18      RE: Selectmen - Small Cell Peer Review**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide a sum of money for the purpose of completing legal analysis, peer review, or any other consultation or testing required for small cell applications or the Town's small cell and wireless infrastructure; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$100,000 for the purpose of completing legal analysis, peer review, or any other consultation or testing required for small cell applications or the Town's small cell and wireless infrastructure.

**RECOMMENDATION:** Selectmen 5-0  
Ways & Means 14-0-0

**ACTION:**  
**Passed: 82 For – 1 Against - 1 Abstention**

A motion was made to adjourn, seconded and passed 76 For – 6 Against. Meeting was adjourned at 10:49 PM. The business of Town Meeting will be continued at 7:30 PM on May 17, starting with Article 19.

Respectfully Submitted

*Amy E. Warfield*  
Town Clerk

**ANNUAL TOWN MEETING  
MONDAY, May 17, 2021  
FOGELBURG PERFORMING  
ARTS CENTER BURLINGTON  
HIGH SCHOOL AND VIRTUALLY**

Meeting held follow requirements of Chapter 92, sections 8 and 17; of the Acts of 2020: An Act Relative to Municipal Governance during the COVID-19. This section sets forth a process for

remote town meetings to be conducted for representative town meetings through means of video or telephone conferencing platforms. A quorum being present, the meeting was called to order at 7:40 PM. The Moderator, Bill Beyer, called the meeting to order and lead the body in the Pledge of allegiance to the flag. Then the Moderator recognized the Retiring Police Chief, Michael Kent for his xx years of service to the Town. The Town Meeting Members gave him a warm virtual round of applause. The Moderator requested a motion that if the business of the meeting is not completed to continue until Wednesday May 19, 2021 if the business of the Town was not completed tonight. It was moved and seconded; passed unanimously with a show of hands. Now to the continued business of the evening:

**ARTICLE #19      RE: Fund the Administrative & Professional Compensation Plan**

To see if the Town will vote to adopt the Administrative & Professional Compensation Plan for FY2022, and transfer from the FY2022 Negotiated Settlement Account a sum of money for the purpose of funding the plan, same to be expended under the appropriate authorities; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to adopt the Administrative & Professional Compensation Plan for FY2022, and transfer from the FY2022 Negotiated Settlement Account \$87,112 for the purpose of funding the plan, same to be expended under the appropriate authorities.

**RECOMMENDATION:** Ways & Means 14-0-0

**ACTION:**  
**Passed: 80 For – 0 Against - 0 Abstention**

**ARTICLE #20      RE: Fund the Part-Time Compensation Plan**

To see if the Town will vote to transfer from the FY2022 Negotiated Settlement a sum of money for the purpose of funding the Part-time Salary Plan (under 20 hours) for FY2022, same to be expended under the appropriate authorities; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from the FY2022 Negotiated Settlement \$7,824 for the purpose of funding the



Part-time Salary Plan (under 20 hours) for FY2022, same to be expended under the appropriate authorities.

**RECOMMENDATION:** Ways & Means 14-0-0

**ACTION:**

**Passed: 75 For – 0 Against - 1 Abstention**

**ARTICLE #21      RE: Fund the  
Burlington International  
Firefighters Association  
Contract**

To see if the Town will vote to transfer from Negotiated Settlement Account a sum of money for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington International Firefighters' Association for FY2021, FY2022, and FY2023, same to be spent under the appropriate authority; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from the FY2022 Negotiated Settlement Account the sum of \$326,850 and from the FY2021 Negotiated Settlement Account the sum of \$177,600 for the purpose of funding the approved Collective Bargaining Agreement between the Town of Burlington and the Burlington International Firefighters' Association for FY2021, and FY2022, same to be spent under the appropriate authority.

**RECOMMENDATION:** Ways & Means 14-0-0

**ACTION:**

**Passed: 81 For – 1 Against – 2 Abstention**

**ARTICLE #22      RE: Will of Marshall  
Simonds**

To see if the Town will vote to accept from the Trustees under the will of Marshall Simonds in an amount \$65,656.54 for the improvement of Simonds Park, same to be expended under the direction of the Recreation Commissioners; or to act in any other manner in relation thereto.

**MAIN MOTION:** As Printed in the Warrant

**RECOMMENDATION:** Ways & Means 14-0-0

**ACTION:** Passed: 83 For – 0 Against

**ARTICLE #23      RE: Repurpose Article  
31 May 2018 Terrace  
Hall Avenue Sidewalk**

To see if the Town will vote to repurpose the funding originally appropriated in Article 31 at May 2018 Annual Town Meeting for the construction of the Terrace Hall Sidewalk or otherwise provide the sum of \$120,000, or any other sum, for the purpose of funding Winter Street Sidewalk, same to be spent under the direction of the Town Administrator, or to act in any other manner in relation thereto.

**MAIN MOTION:** As Printed in the Warrant

**RECOMMENDATION:** Selectmen 5-0

Ways & Means 14-0-0

**ACTION:** Passed: 79 For – 1 Against

**ARTICLE #24      RE: School  
Community Custodial  
Services**

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of \$47,464 or any other sum, to be expended under the direction of the Burlington School Committee for the purpose of Community Custodial Fees to fund events which are not school events in order to cover Burlington Scout Organizations, PTO Meetings, Boosters, Citations, Youth Basketball, Youth Volleyball, Youth Baseball Association, Pop Warner, Hockey, Soccer and Skating Associations and other not for profit Burlington Civic Organizations and to act in any manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from Free Cash the sum of \$47,464 to be expended under the direction of the Burlington School Committee for the purpose of Community Custodial Fees to fund events which are not school events in order to cover Burlington Scout Organizations, PTO Meetings, Boosters, Citations, Youth Basketball, Youth Volleyball, Youth Baseball Association, Pop Warner, Hockey, Soccer and Skating Associations and other not for profit Burlington Civic Organizations.

**RECOMMENDATION:** Ways & Means 14-0-0

**ACTION:**

**Passed: 72 For – 4 Against - 2 Abstention**

**ARTICLE #25      RE: School Accrued  
Liability Reserve Fund**

To see if the Town will vote to establish a reserve fund, under M.G.L. Chapter 40, Section 13d, for future payment of accrued liabilities for earned leave that is due to employees upon retirement or separation of employment, and to designate payment authorization from this fund to require approval from the School Superintendent, Ways & Means Chair, and Town Accountant, or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to establish a reserve fund, under M.G.L. Chapter 40, Section 13d, and adopt the provisions thereof, for future payment of accrued liabilities for earned leave that is due to employees upon retirement or separation of employment, and to designate payment authorization from this fund to require approval from the School Superintendent, Ways & Means Chair, and Town Accountant, or to act in any other manner in relation thereto.

**RECOMMENDATION:** Ways & Means 13-0-0

**ACTION:**

**Passed: 81 For – 2 Against - 2 Abstention**

**ARTICLE #26      RE: Alteration of  
Public Way, Dartmouth  
Road**

To see if the Town will vote to take the following actions with respect to a public right of way known as Dartmouth Road and shown as "Dartmouth Rd." on Sheet 2 of a plan entitled "Plan of Land in Burlington," dated January 28, 1956, prepared by James G. Noonan, Surveyor, recorded with the Middlesex South Registry District of the Land Court (hereinafter, the "Registry District") as Plan No. 23266<sup>^</sup>, which right of way is referred to in this article as "Dartmouth Road":

- a. Discontinue Dartmouth Road pursuant to M.G. L. c. 82, § 21;
- b. Abandon and release the "easement of right of way for highway purposes" over Dartmouth Road taken by the Town pursuant to an Order of Taking dated April 24, 1968, recorded on June 6, 1968 with the Registry District as Document No. 455647;
- c. Abandon and release to the record property owners any and all interest that the Town has in utilities existing on, under, or over the portions of

Dartmouth Road that have been discontinued and abandoned and are not within the layout of New Dartmouth Road, such that these utilities shall be the sole responsibility of the record property owners; or to act in any other manner in relation thereto

**MAIN MOTION: Postponed**

**ACTION: None taken**

**ARTICLE #27      RE: Amendment to  
Town General Bylaws -  
Bylaw Review Committee  
(No. of Members)**

To see if the Town will vote to amend Article I, General Provisions, Section 1.0, and Article V Authorities, Commissions and Committees of the General Bylaws, Section 2.0 by changing the number of members of the Bylaw Review Committee, from five (5) to seven (7) members, deleting the current text of Article I, Section 1.0, paragraph 1.1 and Article V, Section 2.0, paragraph 2.3.1 in its entirety and replacing their respective paragraph with the following:

A. Amend Article I, Section 1.0, paragraph 1.1 by omitting the current text and replacing it as follows:

1.0 These General Bylaws are in addition to the Bylaws and votes of the Town heretofore in effect.

1.1 The General Bylaws, and all special Bylaws, shall be reviewed each year prior to the Annual Town Meeting by a General Bylaw Review Committee of seven (7) members to be appointed by the Moderator within thirty (30) days after each Annual Town Meeting. The General Bylaw Review Committee shall report to the next Annual Town Meeting their recommendations for the amendment, adoption or repeal of Bylaws.

B. Amend Article V, Section 2.0, paragraph 2.3.1 by omitting the current text and replacing it as follows:

**2.0      Moderator Appointments**

2.3.1 The General Bylaws, and all special Bylaws, shall be reviewed annually by the General Bylaw Review Committee consisting of seven members to be appointed annually, for a term of three (3) years, by the Moderator within thirty (30) days after the final adjournment of the May Town Meeting. In the absence of an active committee, three (3) members will be appointed for three (3) years, two (2) members will be appointed for two (2)

years and two (2) members will be appointed for one (1) year. Thereafter, all appointments shall be three years;

or to act in any other manner in relation thereto.

**MAIN MOTION: As Printed in the Warrant**

**RECOMMENDATION: Bylaw Review 4-0**

**ACTION: Passed: 85 For – 1 Against**

**ARTICLE #28      RE: Amendment to the Town General Bylaws – Rename the Bylaw Review Committee**

To see if the Town will vote to amend the Burlington General Bylaws by deleting the title “Bylaw Review Committee” each time it appears in said bylaw and inserting the term “General Bylaw Review Committee” in place thereof, and further that the Town Clerk be authorized to make clerical, editorial or other adjustments to effectuate the purposes hereof; or to act in any other manner in relation thereto.

**MAIN MOTION: As Printed in the Warrant**

**RECOMMENDATION: Bylaw Review 77-1**

**ACTION: Passed: 77 For – 1 Against**

**ARTICLE #29      RE: Amend General Bylaw Article XIV Section 6, Burlington Stormwater Management Bylaw**

See Addendum A at end for full markup from the Warrant.

**MAIN MOTION:** To see if the Town will vote to amend the General Bylaws Article XIV, Section 6 by replacing the section in its entirety. Or take any action relative thereto:

#### 6.0 Erosion and Sedimentation Control

Regulation of discharges is necessary for the protection of the Town of Burlington water bodies and groundwater, as well as for safe guarding the public health, safety, welfare and the environment. Increased and contaminated stormwater runoff associated with development and redevelopment projects and the accompanying increase in impervious surface are major causes of impairment, including:

- a. impairment of water quality and flow in lakes, ponds, streams, rivers, wetlands and groundwater;

- b. contamination of drinking water supplies;

- c. alteration or destruction of aquatic and wildlife habitat;

- d. flooding;

- e. erosion of stream channels; and

- f. overloading or clogging of municipal catch basins and storm drainage systems.

This Bylaw establishes stormwater management standards to minimize adverse impacts that would be borne by abutters, townspeople and the general public and complies with all the applicable state and Federal statutes and regulations detailed in subsequent sections of this Bylaw.

#### 6.1 Definitions

**ABBREVIATED EROSION AND SEDIMENTATION CONTROL PERMIT:** A permit issued for a land-disturbing activity equal to or greater than 10,000 square feet, but less than 20,000 square feet.

**ABUTTER:** The owner(s) of land abutting or within three hundred feet of the activity.

#### **ALTERATION OF DRAINAGE**

**CHARACTERISTICS:** Any activity on an area of land that changes the water quality, force, direction, timing or location of runoff from a pre-activity condition. Such changes from a pre-activity condition may include: change from distributed runoff to confined discrete point discharges, change in the volume of runoff from the area, change in the peak rate of runoff from the area, and change in the recharge to groundwater on the area.

**APPLICANT:** Any person, individual, partnership, association, firm, company, corporation, trust, authority, agency, department, or political subdivision, of the Commonwealth or the Federal government to the extent permitted by law requesting a soil erosion and sedimentation control permit for proposed land-disturbance activity.

**AS-BUILT DRAWING:** Drawings that completely record and document applicable aspects and features of conditions of a project following construction using Stormwater Management Plans derived from an erosion and sedimentation control permit.

#### **AUTHORIZED ENFORCEMENT**

**AGENCIES:** The Burlington Conservation Commission is the lead agency with authority given by this Bylaw to promulgate regulations and policies that support the goals and



objectives of this Bylaw. The Burlington Conservation Commission, its employees or agents, and the Burlington Planning Board, its employees or agents will share the administration and enforcement of this Bylaw as detailed herein.

**BEST MANAGEMENT PRACTICE (BMP):**

An activity, procedure, restraint, or structural improvement that helps reduce the quantity or improve the quality of stormwater runoff. It shall also include schedules of activities, prohibitions of practices, general good housekeeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to stormwater, receiving waters, or stormwater conveyance systems.

**COMMON PLAN OF DEVELOPMENT:** A contiguous area where multiple separate and distinct construction activities may be taking place at different times on different schedules under one plan.

**CONSTRUCTION AND WASTE**

**MATERIALS:** Excess or discarded building or site materials, including, but not limited to, concrete truck washout, chemicals, litter and sanitary waste at a construction site that may adversely impact water quality.

**CLEARING:** Any activity that removes the vegetative surface cover.

**DEVELOPMENT:** The modification of land to accommodate a new use, revised use, or expansion of use, usually involving construction.

**DISTURBANCE:** Action to alter the existing vegetation and/or underlying soil of a site, such as clearing, grading, site preparation (e.g., excavating, cutting and filling), soil compaction and movement and stockpiling of topsoils.

**EROSION:** The wearing away of the land surface by natural or artificial forces such as wind, water, ice, gravity, or vehicle traffic and the subsequent detachment and transportation of soil particles.

**EROSION AND SEDIMENTATION**

**CONTROL PLAN:** A document containing narrative, drawings and details developed by a qualified professional engineer (PE), a Certified Professional in Erosion and Sedimentation Control (CPESC) or other qualified professional, which includes best management practices, or equivalent measures designed to control surface runoff, erosion and sedimentation during pre-construction and construction related land-disturbing activities.

**EROSION AND SEDIMENTATION**

**CONTROL PERMIT:** A permit with conditions upon a proposed land-disturbing activity issued by either the Burlington Conservation Commission or Burlington Planning Board under this Bylaw.

**EROSION AND SEDIMENTATION**

**CONTROL APPLICATION PACKAGE:** The application materials consisting of a Stormwater Management Plan, an Erosion and Sedimentation Control Plan, and an Operation and Maintenance Plan submitted to either the Burlington Conservation Commission or Burlington Planning Board (as stipulated within this Bylaw) requesting an Erosion and Sedimentation Control Permit.

**GRADING:** Changing the level or shape of the ground surface contour by means of excavation, fill, in-place ground modification, or any combination thereof, including the establishment of a grade following demolition of a structure.

**GRUBBING:** The act of clearing land surface by digging up roots and stumps.

**IMPERVIOUS SURFACE:** Any surface that prevents or significantly impedes the infiltration of water into the underlying soil. This can include, but is not limited to: roads, driveways, parking areas and other areas created using non-porous material; buildings, rooftops, structures, artificial turf and compacted gravel or soil.

**LAND-DISTURBING ACTIVITY:** Any activity that causes a change in the existing soil cover which includes the position or location of soil, sand, rock, gravel, or similar earth material. Land-disturbing activities include, but are not limited to, clearing, grading, filling and excavation. Landscaping activities which involve greater than or equal to 500 square feet are considered a land-disturbing activity and may be the subject of enforcement action under this Bylaw. Routine landscaping activities which involve less than 500 square feet are not considered a land-disturbing activity for the purposes of this Bylaw.

**LAND IN AGRICULTURAL USE:** Normal maintenance and improvement of land in agricultural or aquacultural use as defined by the Wetlands Protection Act regulation 310 CMR 10.4.

**LOW IMPACT DEVELOPMENT (LID):** An ecosystem-based approach to land development and stormwater management that ensures each development site is designed to protect, or restore, the natural hydrology of the site. This can be achieved by the incorporation of non-structural and natural approaches to new and redevelopment projects to reduce adverse effects on water quality



and the natural environment by conserving natural areas, reducing impervious cover and better integrating stormwater treatments.

**MASSACHUSETTS STORMWATER MANAGEMENT POLICY:** The Policy issued by the Department of Environmental Protection, as amended, that coordinates the requirements prescribed by state regulations promulgated under the authority of the Massachusetts Wetlands Protection Act G.L. c. 131 §. 40 and Massachusetts Clean Waters Act G.L. c. 21, §. 23-56. The Policy addresses stormwater impacts through implementation of performance standards to reduce or prevent pollutants from reaching water bodies and to control the quantity of runoff from a site.

**MILL AND OVERLAY:** A street maintenance technique that requires the removal of the top layer (two inches) of a street by the grinding action of a large milling machine. After the top layer is removed, a new layer of bituminous pavement is put in its place.

**MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4):** The municipal storm drain system is the system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the Town of Burlington.

**NEW DEVELOPMENT:** any construction activities or land alteration on an area that has not previously been developed to include impervious cover.

**NONPOINT SOURCE POLLUTION:** Pollution from many diffuse sources caused by rainfall or snowmelt moving over and through the ground. As the runoff moves, it picks up and carries away natural and man-made pollutants, finally depositing them into a water resource area.

**OPERATION AND MAINTENANCE PLAN:** A plan setting up the functional, financial and organizational mechanisms for the ongoing operation and maintenance of a stormwater management system to ensure it continues to function as designed.

**OWNER:** A person with a legal or equitable interest in the property.

**PERSON:** An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth or the

Federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

**PLAN:** A technical drawing that shows details of how a building or site will be built or developed.

**PRE-CONSTRUCTION:** All activity in preparation for construction.

**REDEVELOPMENT:** Any construction, land alteration or improvement of impervious surfaces that does not meet the definition of new development.

**RESPONSIBLE PARTY:** Any entity holding the fee title to the property or other person contracted or obligated by other agreement to implement and maintain pre- and post-construction stormwater BMPs.

**RUNOFF:** Rainfall, snowmelt, or irrigation water flowing over the ground surface.

**SEDIMENT:** Mineral or organic soil material that is the product of erosion processes and is transported by wind or water from its origin to another location.

**SEDIMENTATION:** The process or act of deposition of sediment.

**SITE:** Any lot or parcel of land or area of property where land-disturbing activities are, were, or will be performed.

**SLOPE:** The incline of a ground surface expressed as a ratio of horizontal distance to vertical distance.

**SOIL:** Any earth, sand, rock, gravel, clay or similar material.

**STABILIZATION:** The use, singly or in combination, of mechanical, structural, or vegetative methods, to prevent or retard erosion.

**STANDARD EROSION AND SEDIMENTATION CONTROL PERMIT:** A permit issued under this Bylaw containing a standard set of conditions requiring best management practices be implemented to prevent erosion and sedimentation from the site. This permit applies to sites proposing a land-disturbing activity of greater than 20,000 square feet or greater than 500 cubic yards.

**STORMWATER:** Rainwater runoff, snow melt runoff, and surface water runoff and drainage.

**STORMWATER MANAGEMENT PLAN:** A plan showing existing and proposed features on

a site. This is required as part of the application for an Erosion and Sedimentation Control Permit. See Section 6.6.2.

**STRIP:** Any activity which removes the vegetative ground surface cover, including tree removal, clearing, grubbing, and storage or removal of topsoil.

**TOTAL MAXIMUM DAILY LOAD (TMDL):** Is a calculation of the maximum amount of a pollutant a waterbody can receive and still meet water quality standards and an allocation of that amount to the pollutant's sources. A TMDL includes load allocations for nonpoint sources and/or natural background and must include a margin of safety and account for seasonal variations.

**TOTAL SUSPENDED SOLIDS (TSS):** Total Suspended Solids is a water quality measurement that includes particles suspended in water that will not pass through a filter.

**WATERCOURSE:** A natural or man-made channel through which water flows or a stream of water, including a river, brook, or underground stream.

**WETLAND RESOURCE AREA:** Areas specified in either the Massachusetts Wetlands Protection Act G.L. c. 131, § 40 or in Burlington's Wetland Bylaw (Article XIV).

**WETLANDS:** Areas characterized by saturated or nearly saturated soils most of the year that are located between terrestrial (land-based) and aquatic (water-based) environments including freshwater marshes around ponds and channels (rivers and streams). Common names include marshes, swamps and bogs.

## 6.2 Detailed Objectives

This Bylaw complies with Federal and state statutes and regulations relating to stormwater discharges including total maximum daily load requirements and with the General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems in Massachusetts, issued by the U.S. Environmental Protection Agency and the Massachusetts Department of Environmental Protection ("MS4 Permit"). It is intended to:

- a. Protect ground water and surface water to prevent degradation of drinking water supply;
- b. Require practices that eliminate soil erosion and sedimentation and control the volume and rate of stormwater runoff resulting from land-disturbing activities;

- c. Promote infiltration and the recharge of groundwater;
- d. Ensure that soil erosion and sedimentation control measures and stormwater runoff control practices are incorporated into the site planning and design process and are implemented and maintained;
- e. Require practices to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at a construction site that may cause adverse impacts to water quality;
- f. Establish minimum construction and post-construction stormwater management standards and design criteria for the regulation and control of stormwater runoff quantity and quality;
- g. Prevent pollutants from entering the Burlington MS4 and to minimize discharge of pollutants from the MS4;
- h. Ensure adequate long-term operation and maintenance of structural stormwater best management practices so that stormwater structures work as designed;
- i. Comply with Federal and state statutes and regulations relating to stormwater discharges; and
- j. Establish the legal authority for the Town of Burlington to ensure compliance with the provisions of this Bylaw through inspection, monitoring, and enforcement.

## 6.3 Authority

This Bylaw is adopted under authority granted by the Home Rule Amendment of the Massachusetts Constitution, the Home Rule statutes and pursuant to the regulations of the Federal Clean Water Act found at 40 CFR 122.34.

## 6.4 Applicability

No person may undertake any construction activity that results in a land-disturbing activity that disturbs equal to or greater than 10,000 square feet of land that drains to

- the Burlington municipal separate storm sewer system, or
- onto an adjacent property, or
- into a municipal / private street, or
- into a wetland / stream

without an Erosion and Sedimentation Control Permit from either the Burlington Conservation

Commission or the Burlington Planning Board. Segmenting projects part of a larger common plan of development or sale to avoid thresholds shall not be permitted.

Exemptions from the requirement to obtain a permit (under this Bylaw) are:

- a. Roadway projects that do not remove existing pavement down to underlying dirt/soil (i.e. mill and overlay) as they are not land-disturbing redevelopment activities;
- b. Normal maintenance and improvement of land in agricultural use as defined by the Wetlands Protection Act regulation 310 CMR 10.04;
- c. Maintenance of existing landscaping, gardens or lawn areas associated with a single-family dwelling disturbing less than 10,000 square feet;
- d. The construction of fencing that will not substantially alter existing terrain or drainage patterns;
- e. Construction of utilities other than drainage (gas, water, electric, cable, telephone, etc.) which will not alter terrain or drainage patterns;
- f. As authorized in Burlington's Phase II Small MS4 General Permit, stormwater discharges resulting from the activities identified in Section 6.4 that are wholly subject to jurisdiction under either the Wetlands Protection Act or activities which are subject to Burlington's Bylaw Article XIV and demonstrate compliance with the Massachusetts Stormwater Management Regulations as reflected in an Order of Conditions issued by the Burlington Conservation Commission, are exempt from compliance with this Bylaw.

## 6.5 Responsibility for Administration

The Burlington Conservation Commission shall be the lead agency that may grant waivers and promulgate regulations to support this Bylaw as specified in Sections 6.5.1 and 6.5.2 below. The Burlington Conservation Commission and the Burlington Planning Board shall have shared responsibilities to administer and implement this Bylaw. Any powers granted to, or duties imposed upon either the Burlington Conservation Commission or the Burlington Planning Board may be delegated to their respective employees and/or their

agents, and with mutual concurrence these duties may be delegated to each other's respective employees and/or their agents.

### 6.5.1 Waiver

The Burlington Conservation Commission shall be the lead agency to grant a waiver of compliance with this Bylaw. The Commission, with input from the Planning Board, may waive strict compliance with any requirement of this Bylaw or the rules and regulations promulgated hereunder, where:

1. Such action is allowed by Federal, state and local statutes and/or regulations; and
2. is in the public interest; and
3. is not inconsistent with the purpose and intent of this Bylaw.

### 6.5.2 Rules and Regulations

6.5.2.1 The Burlington Conservation Commission shall be the lead agency to initiate a change to this Bylaw. The Burlington Conservation Commission working with input from the Burlington Planning Board may adopt, and periodically amend, rules and regulations to effectuate the purposes of this Bylaw by majority vote of the Burlington Conservation Commission, after conducting a public hearing to receive comments on any proposed revisions. Such hearing dates shall be advertised in a newspaper of general local circulation at least seven (7) days prior to the hearing date.

6.5.2.2 Failure by the Burlington Conservation Commission to promulgate such rules and regulations shall not have the effect of suspending or invalidating this Bylaw.

## 6.6 Standard Erosion and Sedimentation Control Permit

### 6.6.1 Application for Standard Erosion and Sedimentation Control Permit

6.6.1.1 The site owner or his/her agent shall file with the Burlington Conservation Commission three (3) copies of a completed application package for a Standard Erosion and Sedimentation Control Permit. Permit issuance is required prior to any site-altering activity. While the Applicant can be a representative of the site owner, the permittee must be the owner of the site.



### 6.6.1.2 Standard Erosion and Sedimentation Control Application Package

The Standard Erosion and Sedimentation Control Application package shall include:

- a. a completed Application Form with original signatures of all owners plus two (2) copies of the signed form;
- b. a list of abutters within three hundred feet of the proposed activity certified by the Assessor's Office;
- c. three (3) copies of the Stormwater Management Plan and project description referenced in Section 6.6.2 of this Bylaw;
- d. three (3) copies of the Erosion and Sediment Control Plan as referenced in Section 6.8 of this Bylaw;
- e. three (3) copies of the Operation and Maintenance Plan as referenced by Section 6.6.4 of this Bylaw;
- f. one (1) electronic copy of the complete package; and
- g. payment of the application fees.

### 6.6.2 Stormwater Management Plan

The Stormwater Management Plan shall contain sufficient information for the issuing Commission/Board to evaluate the environmental impact, effectiveness, and acceptability of the measures proposed by the Applicant for reducing adverse impacts from stormwater. The Plan shall be designed to meet the Massachusetts Stormwater Management Standards (or as revised), the Massachusetts Stormwater Management Handbook Volumes I and II (or as revised), and any specific regulations promulgated under this Bylaw.

#### 6.6.2.1 Stormwater Management Plan Content

The Stormwater Management Plan shall fully describe the project in drawings and narrative. The Stormwater Management Plan shall conform to any detail provided in either regulations or policies promulgated under this Bylaw. The Conservation Administrator may, at his/her discretion, waive some detail requirements described below as long as in his/her opinion, the goals and objectives of this Bylaw are not compromised.

#### 6.6.2.2 Standards

The Stormwater Management Plan shall meet the current Standards of the Massachusetts Stormwater Management Policy and the MS4 permit requirements of the Town of Burlington. When one or more of the standards cannot be met, an Applicant may demonstrate an equivalent level of environmental protection will be provided. This determination shall be at the discretion of the Conservation Commission.

### 6.6.3 Erosion and Sedimentation Control Plan

The Erosion and Sedimentation Control Plan contained within the Stormwater Management Plan shall contain sufficient information to describe the proposed erosion and sedimentation controls. The Applicant shall submit such material as is necessary to show the proposed development will comply with the design requirements referenced in Section 6.6.3.2 below. The Conservation Administrator may, at his/her discretion, waive some detail requirements described below as long as, in his/her opinion, the goals and objectives of this Bylaw are not compromised.

#### 6.6.3.1 Erosion and Sedimentation Control Plan Content

The Plan shall at a minimum contain the following information:

- a. Names, addresses, and telephone numbers of the owner, applicant, and person(s) or firm(s) preparing the plan;
- b. Title, date, north arrow, names of abutters, scale, legend, and locus map;
- c. Location and description of natural features.

#### 6.6.3.2 Standards

The Erosion and Sedimentation Control Plan must conform to the details of any regulations and policies promulgated under this Bylaw.

### 6.6.4 Operations and Maintenance Plan

Operation and Maintenance plan (O&M Plan) is required as part of the Stormwater Management Plan at the time of application for all projects. Upon request by the Applicant, the issuing Commission/Board may delay the completion date of the O&M plan, but in all cases, the O&M Plan must be submitted and approved prior to the completion of the project and before any occupancy takes place.

#### 6.6.4.1 Content



The O&M Plan shall remain on file with the issuing Commission/Board and shall be an ongoing requirement for the Responsible Parties in perpetuity. The details of the O&M Plan shall conform to the requirements of any regulations and policies promulgated under this Bylaw. The O&M Plan shall, at a minimum, include:

- A. The name(s) of the owner(s) for all components of the system;
- B. Detail of maintenance agreements;
- C. Detail on stormwater management easement(s);
- D. Changes to O&M Plans
  - 1. The owner(s) of the stormwater management system must notify the issuing Commission/Board of changes in ownership or assignment of financial responsibility.
  - 2. The maintenance schedule in the Maintenance Agreement may be amended to achieve the purposes of this Bylaw by mutual agreement of the issuing Commission/Board and the Responsible Parties. Amendments must be in writing and signed by all Responsible Parties. Responsible Parties shall include owner(s), persons with financial responsibility, and persons with operational responsibility.

#### 6.6.4.2 Standards

The O&M plan shall be designed to ensure compliance with the Permit and this Bylaw and that the Massachusetts Surface Water Quality Standards, 314, CMR 4.00 are met in all seasons and throughout the life of the system. The issuing Commission/Board shall make the final decision of what maintenance option is appropriate in a given situation. The issuing Commission/Board will consider natural features, proximity of site to water bodies and wetlands, extent of impervious surfaces, size of the site, the types of stormwater management structures, and potential need for ongoing maintenance activities when making this decision.

#### 6.6.4.3 Recording

The O&M Plan for a project with a Standard Erosion & Sedimentation Control Permit shall be recorded at the Southern Middlesex Registry of Deeds prior to occupancy. The Applicant shall provide proof to the issuing Commission/Board that the O&M Plan has been filed.

#### 6.6.5 Public Hearing

6.6.5.1 Within seven (7) days of the filing date, the Burlington Conservation

Commission (through its agent) shall make a determination on whether to schedule a formal hearing before the Commission, or shall delegate its authority under this Bylaw to the Burlington Planning Board. In either case, a formal public hearing is required. This determination shall be made based on an assessment of the potential for sedimentation and erosion from the proposed land-disturbing activity (including grubbing, clearing and/or grading). The Commission's agent shall give consideration to the original and proposed grading of the site, existing slopes, the presence of intermittent streams or channels, the size of the site, and/or other factors which may contribute to runoff and erosion potential. Proposed projects where routine erosion and sedimentation controls are needed, will be referred to the Burlington Planning Board for a simultaneous hearing for this permit with other matters in connection with this project. This action will expedite the permitting process for an Applicant who must appear before the Burlington Planning Board for other matters in connection with the proposed work.

6.6.5.2 If the Burlington Conservation Commission or its agent delegates its authority under this Bylaw to the Burlington Planning Board, the staff of the Burlington Conservation Commission shall transfer the original application package (and associated copies) to the Burlington Planning Board office. The Burlington Conservation Commission shall also notify the Applicant in writing of the Commission's decision to refer this application to the Burlington Planning Board. The Applicant shall also be notified the hearing will be scheduled before the Burlington Planning Board within twenty-one (21) days of the receipt of a complete application or at a time to coincide with other regulatory matters which are being heard by the Board on the same project.

6.6.5.3 The issuing Commission/Board shall hold a public hearing within twenty-one (21) days of the receipt of a complete application (or a greater timeframe as mutually agreed upon) and shall take final action within either twenty-one (21) days from the time of the close of the hearing or within such longer time period mutually agreed to by both the Commission/Board and the Applicant to coincide with other regulatory decisions on the same project. Notice of the public hearing shall be given by publication and posting, and by first-class mailings to abutters (owners of land within three hundred feet from the boundary of the site) at least seven (7) days prior to

the hearing. The issuing Commission/Board shall make the application available for inspection by the public during business hours at the issuing Commission/Board office.

#### **6.7 Abbreviated Erosion and Sedimentation Control Permit**

The site owner or his/her agent shall file with the Burlington Conservation Commission two (2) copies of a completed application package for an Abbreviated Erosion and Sedimentation Control Permit. Permit issuance is required prior to any site-altering activity. While the Applicant can be a representative of the site owner, the permittee must be the owner of the site.

##### **6.7.1 Content**

The application package shall contain an Application Form and a Stormwater Management/Erosion and Sediment Control Plan. The Stormwater Management/Erosion Control Plan shall at a minimum contain sufficient information to describe the existing and proposed features of the land including structures, vegetation, and drainage and anticipated maintenance requirements of structures.

##### **6.7.2 Standards**

The Stormwater Management/Erosion Control Plan shall conform to any detail provided in either regulations or policies promulgated under this Bylaw.

##### **6.7.3 Abbreviated Erosion and Sedimentation Control Permit Issuance**

Within seven (7) days of the filing date, the agent of the Burlington Conservation Commission will issue an Abbreviated Erosion and Sedimentation Control Permit under this Bylaw. No public meeting or hearing shall be required for sites in this category. For sites in this size category not adequately covered by the Abbreviated Erosion and Sedimentation Control Permit, additional special conditions may be appended by the Commission. The Commission may extend the seven (7) day turnaround time for issuing the Abbreviated Erosion and Sedimentation Control Permit for reasons of insufficient information of which the Applicant has been notified in writing.

#### **6.8 Performance Standards**

6.8.1 At a minimum all projects subject to a Standard Erosion and Sedimentation

Control Permit shall comply with the performance standards of the most recent version of the Massachusetts stormwater management standards and The Massachusetts Stormwater Handbook, and this Bylaw.

6.8.2 All projects must consider and, unless infeasible, propose and implement Low Impact Development (LID) Best Management Practices listed in the Massachusetts Stormwater Handbook. Applicants shall demonstrate compliance with design standards for LID BMPs through generally accepted methods. LID BMPs should be considered for their improvements to water quality, and ability to handle water quantity.

6.8.3 Stormwater management systems on new development disturbing more than one acre shall be designed to meet an average annual pollutant removal equivalent to 90% of the average annual load of Total Suspended Solids (TSS) related to the total post-construction impervious area on the site AND 60% of the average annual load of Total Phosphorus (TP) related to the total post-construction impervious surface area on the site.

6.8.4 Stormwater management systems on redevelopment sites disturbing more than one acre shall be designed to meet an average annual pollutant removal equivalent to 80% of the average annual post-construction load of Total Suspended Solids (TSS) related to the total post-construction impervious area on the site AND 50% of the average annual load of Total Phosphorus (TP) related to the total post-construction impervious surface area on the site.

6.8.5 When determining whether the requirements have been met, the issuing commission/board shall consider all stormwater management practices available and capable of being implemented after taking into consideration costs, existing technology, proposed use, and logistics in light of overall project purposes. Project purposes shall be defined generally (e.g., single family home or expansion of a commercial development). Applicants shall detail how the project will:

- a. Comply with the Massachusetts Stormwater Management Standards as further defined in the Massachusetts Stormwater Handbook or its successor;
- b. Implement structural and non-structural stormwater best management practices (BMPs) for projects that discharge, directly or indirectly, to a water body subject to one or more pollutant-specific

Total Maximum Daily Loads (TMDLs). These practices shall be consistent with each such TMDL;

- c. Implement structural and non-structural stormwater BMPs optimized to remove the pollutant(s) responsible for the impairment to the extent the project will discharge; directly or indirectly, to an impaired water body not subject to a TMDL;
- d. Avoid disturbance of areas susceptible to erosion and sediment loss;
- e. Use Low Impact Development (LID) techniques where adequate soil, groundwater and topographic conditions allow. These may include, but not limited to, reduction in impervious surfaces, disconnection of impervious surfaces, bioretention (rain gardens), and infiltration systems.

6.8.6 Redevelopment activities exclusively limited to maintenance and improvement of existing roadways (excavating down to dirt/soil), including widening less than a single lane, adding shoulders, correcting substandard intersections, improving existing drainage systems, and repaving projects shall only be required to improve existing drainage conditions where feasible.

6.8.7 Further criteria for Stormwater Management Standards shall be defined and included as part of any Rules and Regulations promulgated under Section 6.5.3 of this Bylaw.

#### 6.9 Entry

Filing an application for a permit grants the issuing Commission/Board and its agents permission to enter the site to verify the information in the application.

#### 6.10 Fee Structure

##### 6.10.1 Standard Erosion and Sedimentation Control Permit fee

The issuing Commission/Board shall obtain with each submission an Application Fee. The fee shall be established by the Burlington Conservation Commission with input from the Burlington Planning Board to cover expenses connected with the public hearing and application review for the Erosion and Sedimentation Control Permit and a technical Review Fee (if requested by the Commission/Board) sufficient to cover professional technical review, if needed. The Commission/Board is authorized to retain a Registered Professional Engineer or other professional consultant to advise the issuing Commission/Board on any or all aspects of these plans as provided by G.L.c.

44, Section 53G. Applicants must pay all review fees due before a permit will be issued. The Commission/Board will not be subject to final action deadlines if the appropriate fees have not been paid.

##### 6.10.2 Abbreviated Erosion and Sedimentation Control Permit fee

The Commission will establish a reduced fee schedule.

#### 6.11 Information requests

The Applicant shall submit all additional information requested by issuing Commission/Board to issue a decision on the application.

#### 6.12 Approval Process for a Standard Erosion Control Permit

The issuing Commission/Board may:

1. Issue an Erosion and Sedimentation Control Permit based upon a determination the proposed plan meets the Massachusetts Stormwater Management Standards referenced by Section 6.6.2.2, adequately protects the water resources of the community, and complies with the requirements set forth in this Bylaw;
2. Issue an Erosion and Sedimentation Control Permit subject to any conditions, modifications or restrictions required by the issuing Commission/Board which will ensure the project meets the Massachusetts Stormwater Management Standards referenced by Section 6.6.2.2 and adequately protect water resources; set forth in this Bylaw;

Disapprove the issuance of an Erosion and Sedimentation Control Permit based upon a determination the proposed plan as submitted does not meet the Massachusetts Stormwater Management Standards referenced by Sections 6.6.2.2, 6.6.3.2, 6.6.4.2, 6.7.2 or 6.8 or adequately protect surface and/or groundwater resources as set forth in this Bylaw.

3. Failure of the Issuing Commission/Board to take final action upon an application within either twenty-one (21) days from the time of the close of the hearing or within such longer time period mutually agreed to by both the Commission/Board and the Applicant to coincide with other regulatory decisions on the same project; shall be deemed to be approval of said Application.

#### 6.13 Project Changes



The permittee must notify the issuing Commission/Board in writing of any drainage change or alteration in the system authorized in an Erosion and Sedimentation Control Permit before any change or alteration is made. If the issuing Commission/Board determines the change or alteration is significant based on the Stormwater Management Standards in Sections 6.6.2.2, 6.6.3.2, 6.6.4.2, 6.7.2 or 6.8 of this Bylaw and accepted construction practices, the issuing Commission/Board may require an amended application be filed and a public hearing held. The issuing Commission/Board may also require the installation of interim erosion and sedimentation control measures before approving the change or alteration.

#### 6.14 Project Completion

Upon completion of the project, the permittee shall submit as-built record drawings of all structural stormwater controls and best management practices implemented for the site. The as-built drawing shall show deviations from the approved plans, if any, and be certified by a Registered Professional Engineer.

#### 6.15 Inspection and Site Supervision

##### 6.14.1 Pre-construction Meeting

When requested, prior to the start of clearing, excavation, construction, or land-disturbing activity, the Applicant, the Applicant's technical representative, the general contractor or any other person with authority to make changes to the project, shall meet with the issuing Commission/Board to review the permitted plans and their implementation.

##### 6.14.2 Commission/Board Inspections

6.14.2.1 The issuing Commission/Board or its designated agents shall make inspections as needed and shall either approve any portion of the work completed or shall notify the permittee wherein the work fails to comply with the Erosion and Sedimentation Control Permit as approved.

6.14.2.2 If inspections are required by the Commission/Board, the permittee shall notify the issuing Commission/Board at least two (2) working days before each of the following events:

- a. Erosion and sediment control measures are in place and stabilized;
- b. Site clearing has been substantially completed;

- c. Rough grading has been substantially completed;
- d. Final grading has been substantially completed;
- e. Close of the construction season; and
- f. Final landscaping (permanent stabilization) and project final completion.

##### 6.14.3 Permittee Self-Inspections

The permittee or his/her agent shall conduct and document inspections of all control measures no less than weekly or as specified in the permit, and prior to and following anticipated storm events. The purpose of such inspections shall be to determine the overall effectiveness of the control plan and the need for maintenance or additional control measures. The permittee or his/her agent shall submit weekly reports to the issuing Commission/Board or designated agent in a format approved by the issuing Commission/Board, which may include the signature of the Professional Engineer if required by the issuing Commission/Board.

##### 6.14.4 Access Permission

To the extent permitted by state law, or if authorized by the owner or other party in control of the property, the issuing Commission/Board, its agents, officers, and employees may enter upon privately owned property for the purpose of performing their duties under this Bylaw and may make, or cause to be made, such examinations, surveys or sampling as the issuing Commission/Board deems reasonably necessary to determine compliance with the permit.

##### 6.15 Surety

As part of any Erosion and Sedimentation Control Permit, the issuing Commission/Board may require the permittee to post before the start of land-disturbing activity a cash surety. The bond shall be in an amount deemed sufficient by the issuing Commission/Board to ensure that the work will be completed in accordance with the permit. For a phased project the issuing Commission/Board may release part of the bond upon completion of each phase in compliance with the permit. The amount released shall be at the discretion of the issuing Commission/Board. However, the bond may not be fully released until the issuing Commission/Board has received the final report as required by Section 6.16 and issued a certificate of completion.



## 6.16 Final Reports

Upon completion of the work and if required by the issuing Commission/Board, the permittee shall submit a report (including certified as-built construction plans) from a Professional Engineer (P.E.), surveyor, certifying that all erosion and sediment control devices, and approved changes and modifications, have been completed in accordance with the conditions of the approved permit. Any discrepancies should be noted in the cover letter.

## 6.17 Enforcement

The Burlington Planning Board and Burlington Conservation Commission and their employees and agents shall enforce this Bylaw, regulations, orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violations. Persons subject to enforcement under this Bylaw include:

- a. All permittees who have been issued a Standard Erosion and Sedimentation Control Permit;
- b. All permittees who have been issued an Abbreviated Erosion and Sedimentation Control Permit; and
- c. All other persons who have engaged in a land-disturbing activity as defined in this Bylaw as greater than 500 square feet, who have caused substantial erosion and sedimentation due to alteration of drainage characteristics, grading, grubbing, clearing, and/or stripping of soil.

### 6.17.1 Orders

6.17.1.1 The issuing Commission/Board or an authorized agent of the issuing Commission/Board may issue a written order to enforce the provisions of this Bylaw or the regulations thereunder which may include:

- a. A requirement to cease and desist from the land-disturbing activity until there is compliance with this Bylaw and its provisions of any permit issued;
- b. Maintenance, installation or performance of additional erosion and sediment control measures;
- c. Monitoring, analyses, and reporting;
- d. Remediation of erosion and sedimentation resulting directly or

indirectly from the land-disturbing activity;

- e. Elimination of illicit connections or discharges to the MS4; and
- f. Elimination of discharges to the MS4 or, directly or indirectly, into a watercourse or into the waters of the Commonwealth.

6.17.1.2 If the enforcing Commission/Board or its agents determines abatement or remediation of erosion and sedimentation is required, the order shall set forth a deadline by which such abatement or remediation must be completed. Said order shall further advise that, should the violator or property owner fail to abate or perform remediation within the specified deadline, the Commission/Board may under this Bylaw and subsequent regulation promulgated hereunder impose a fine on a daily basis until such time as the abatement or remediation of erosion and sedimentation has been completed. The Town of Burlington, at its option, may seek a court order requiring the property owner to perform the work.

### 6.17.2 Criminal Penalty

Any person who violates any provision of this Bylaw, regulation, order or permit issued thereunder shall be punished by a fine. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

### 6.17.3 Non-Criminal Disposition

As an alternative to criminal prosecution or civil action, the Town of Burlington may elect to utilize the non-criminal disposition procedure set forth in G.L. Ch. 40, in which case the Conservation Administrator of Burlington shall be the enforcing agent. The penalty for the first violation shall be \$100 each day or part thereof such violation occurs. The penalty for the **second** violation shall be \$300 each day or part thereof such violation occurs. The penalty for subsequent violations shall be \$300 each day or part thereof for every day such violation occurs. For the purposes of issuing a non-criminal disposition penalty, both the Burlington Planning Board Director and Burlington Conservation Commission Administrator are named as the specific enforcing agents.

### 6.17.4 Appeals

The decisions or orders of the issuing Commission/Board shall be final. Further

relief shall be to a court of competent jurisdiction.

#### 6.17.5 Remedies Not Exclusive

The remedies listed in this Bylaw are not exclusive of any other remedies available under any applicable Federal, state or local law.

#### 6.18 Certificate of Completion

Upon determining all work completed under a Standard permit has been satisfactorily completed in conformance with this Bylaw and the Permit, and all required documentation has been submitted per Section 6.14, the issuing authority shall issue a Certificate of Completion. This Certificate shall identify any continuing requirements. The Certificate of Completion shall stipulate the permit holder is to remove required erosion controls unless changed or waived by the Conservation Administrator within thirty (30) days of the date on the Certificate.

#### 6.19 Severability

If any provision, paragraph, sentence, or clause of this Bylaw shall be held invalid for any reason, all other provisions shall continue in full force and effect.

or to act in any other manner in relation thereto.

**MAIN MOTION: As Printed in the Warrant**

**RECOMMENDATION:** Selectmen 5-0  
Ways & Means 14-0-0

**ACTION:**

**Passed: 77 For – 2 Against - 1 Abstention**

#### ARTICLE #30

#### ARTICLE # 30

**RE: Add to General Bylaws of the Town of Burlington Article IV, Selectmen**

To see if Town Meeting will vote to add to Article IV, Selectmen, of the General Bylaws:

1.14 Before the Selectmen can approve, disapprove, send a letter of support or commit any other action which involves the construction or renovation of residential housing in Burlington, the Selectmen must hold a public hearing and then have a vote of the Selectmen at a subsequent regular meeting.

1.14.1 Notice of the public hearing shall be advertised in a local newspaper and the town website not less than 30 days prior to the scheduled date of the hearing, and shall include the date, time, place and purpose of the hearing and a description of the residential housing to be considered for building or renovating.

1.14.2 A description of the housing renovations or new construction shall be sent to the Town Clerk and to all Town officers, committees, the Town Meeting, and agencies not less than 60 days prior to the scheduled date of the hearing.

1.14.3 A vote of the Selectmen to approve of housing renovations or new construction shall be taken only at a regular meeting of the Selectmen not less than 5 days subsequent to the public hearing, and the vote shall be recorded and filed with the Town Clerk.  
or to act in any other manner in relation thereto.

**MAIN MOTION: Postponed**

**ACTION: No Action Taken**

#### ARTICLE #31

**RE: Network Drive Northwest Park Planned Development District/Zoning Amendment**

See Addendum B at end for full markup from the Warrant.

**MAIN MOTION: See Addendum B-1**

**RECOMMENDATION:** Planning BD 4-0-1;  
ZBRC 7-0; Land Use 5-1-1

**ACTION:**

**Passed: 66 For – 23 Against - 1 Abstention**

#### ARTICLE #32

**RE: South Avenue I Planned Development District/Zoning Amendment**

See Addendum C at end for full markup from the Warrant.

**MAIN MOTION: See Addendum C-1 as Amended.** The following Motion was made and seconded to amend what was printed in the Warrant.

The ZBRC hereby requests that Article #32 be amended as follows: Delete the last sentence (indicated by the strike through) in section

## II. ADDITIONAL USES PERMITTED ON PARCEL C

In addition to the uses permitted above, all uses permitted by right or by special permit in the General Business (BG) District and Wetlands District pursuant to the Burlington Zoning Bylaws in effect (including definitions and Parking requirements if not included in the PDD for a specific use) at the time of application for a Planning Board Permit or Building Permit and/or commencement of use shall be permitted on Parcel C, subject in each instance to the

requirements of the issuance of a special permit if so required under said Zoning By-Laws. In the event of any inconsistencies between the Parcel C uses set forth in Table A above of the uses set forth in the BG District, the uses in the BG District shall govern.

Article #32 continued

And further to amend the Use Table Section 1.3 Retail/Customer Service Uses as follows:

1.3	Retail/ Customer Service Uses		
1.3.1	<del>Banks and other financial institutions</del>	<del>YES</del>	<del>C</del>
1.3.1	Unmanned Automated Teller Facilities.	YES	A,B
1.3.2	Acceptance from the public of electronic products and components including, without limitation, computers and telecommunications equipment for servicing	YES	B
1.3.3	<del>Retail stores, provided in no instance shall there be more than three (3) separate retail establishments on Parcel C as shown on the Concept Plan.</del>	YES	C
1.3.4	Medical office (out-patient services only)	YES	C
1.3.5	Health, sports and fitness clubs and related facilities	YES	C

**RECOMMENDATION:** Planning BD 7-0; ZBRC 8-0; Land Use 6-0

**ACTION:** Voted on Motion to Amend was 83 For – 1 Against;

**Final Motioned Passed:** 82 For – 3 Against

### **ARTICLE # 33 RE: Amend Zoning Map and Rezone Property to the High Rise Industrial(IH) District**

#### Life Science Cluster “A”

To see if the Town will vote to amend the Zoning Map of the Town of Burlington to rezone certain property located at:

- 20 South Avenue, said land is further identified as being the parcel as shown generally on the Town of Burlington Assessor’s Map 51 Parcels 7-1, 7-2 and 8-0. To rezone from the General Industrial (IG) District to the **High Rise Industrial (IH) District**, consisting of approximately 5.92 Acres,
- 40 South Avenue, said land is further identified as being the parcel as shown

generally on the Town of Burlington Assessor’s Map 51 Parcel 7-0. To rezone from the “South Avenue I” Planned Development District (PD) to the **High Rise Industrial (IH) District**, consisting of approximately 3.30 Acres,

#### Life Science Cluster “B”

- 70 Blanchard Road, said land is further identified as being the parcel as shown generally on the Town of Burlington Assessor’s Map 53-2-0. To rezone from the General Industrial (IG) District to the **High Rise Industrial (IH) District**, consisting of approximately 4.93 Acres,
- 76 Blanchard Road, said land is further identified as being the parcel as shown generally on the Town of Burlington Assessor’s Map 53-1-0. To rezone from the General Industrial (IG) District to the



**High Rise Industrial (IH) District**, consisting of approximately 2.05 Acres,

- 78 Blanchard Road, said land is further identified as being the parcel as shown generally on the Town of Burlington Assessor's Map 53-1-1. To rezone from the General Industrial (IG) District to the **High Rise Industrial (IH) District**, consisting of approximately 4.14 Acres,
- 80 Blanchard Road, said land is further identified as being the parcel as shown generally on the Town of Burlington Assessor's Map 53-1-2. To rezone from the General Industrial (IG) District to the **High Rise Industrial (IH) District**, consisting of approximately 2.16 Acres,

#### Life Science Cluster "C"

- 99 South Bedford Street, said land is further identified as being the parcel as shown generally on the Town of Burlington Assessor's Map 53-7-15. To rezone from the General Industrial (IG) District to the **High Rise Industrial (IH) District**, consisting of approximately 4.96 Acres,
- 111 South Bedford Street, said land is further identified as being the parcel as shown generally on the Town of Burlington Assessor's Map 53-7-14. To rezone from the General Industrial (IG) District to the **High Rise Industrial (IH) District**, consisting of approximately 1.50 Acres,
- 20 Blanchard Road, said land is further identified as being the parcel as shown generally on the Town of Burlington Assessor's Map 53-7-14. To rezone from the General Industrial (IG) District to the **High Rise Industrial (IH) District**, consisting of approximately 5.64 Acres,

#### **MAIN MOTION:**

#### Life Science Cluster "A"

To see if the Town will vote to amend the Zoning Map of the Town of Burlington to rezone certain property located at:

- 20 South Avenue, said land is further identified as being the parcel as shown generally on the Town of Burlington Assessor's Map 51 Parcels 7-1, 7-2 and 8-0. To rezone from the General Industrial (IG) District to the **High Rise Industrial (IH) District**, consisting of approximately 5.92 Acres,

- 40 South Avenue, said land is further identified as being the parcel as shown generally on the Town of Burlington Assessor's Map 51 Parcel 7-0. To rezone from the "South Avenue I" Planned Development District (PD) to the **High Rise Industrial (IH) District**, consisting of approximately 3.30 Acres,

#### Life Science Cluster "B"

- 70 Blanchard Road, said land is further identified as being the parcel as shown generally on the Town of Burlington Assessor's Map 53-2-0. To rezone from the General Industrial (IG) District to the **High Rise Industrial (IH) District**, consisting of approximately 4.93 Acres,
- 76 Blanchard Road, said land is further identified as being the parcel as shown generally on the Town of Burlington Assessor's Map 53-1-0. To rezone from the General Industrial (IG) District to the **High Rise Industrial (IH) District**, consisting of approximately 2.05 Acres,
- 78 Blanchard Road, said land is further identified as being the parcel as shown generally on the Town of Burlington Assessor's Map 53-1-1. To rezone from the General Industrial (IG) District to the **High Rise Industrial (IH) District**, consisting of approximately 4.14 Acres,
- 80 Blanchard Road, said land is further identified as being the parcel as shown generally on the Town of Burlington Assessor's Map 53-1-2. To rezone from the General Industrial (IG) District to the **High Rise Industrial (IH) District**, consisting of approximately 2.16 Acres,

#### Life Science Cluster "C"

- 99 South Bedford Street, said land is further identified as being the parcel as shown generally on the Town of Burlington Assessor's Map 53-7-15. To rezone from the General Industrial (IG) District to the **High Rise Industrial (IH) District**, consisting of approximately 4.96 Acres,
- 111 South Bedford Street, said land is further identified as being the parcel as shown generally on the Town of Burlington Assessor's Map 53-7-14. To rezone from the General Industrial (IG) District to the **High Rise Industrial (IH) District**, consisting of approximately 1.50 Acres,



- 20 Blanchard Road, said land is further identified as being the parcel as shown generally on the Town of Burlington Assessor's Map 53-7-5. To rezone from the General Industrial (IG) District to the **High Rise Industrial (IH) District**, consisting of approximately 5.64 Acres,

**RECOMMENDATION:** Planning BD 4-1-0;  
Land Use 5-0

**ACTION: Passed: 77 For – 0 Against**

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**ARTICLE # 34      RE:    Parking  
Structures and Garages**

To see if the Town will vote to amend Article VII, Section 7.2.7 Parking Structures and Garages for Uses other Than One-Family Dwellings, by omitting it and replacing it as follows:

Any parking structure or garage which is authorized by a Special Permit pursuant to Article IV, Section 4.3.2.9, shall NOT be included in the Maximum Aggregate Building-to-Ground Area Percentage (pursuant to Section 5.2.0 of Article V) of the district within which it is built (exclusive of a parking structure within the BG District), and shall be subject to the provisions of Article IX, Section 9.2.0.

And further by omitting section 7.2.7.1 and replacing it as follows:

7.2.7.1 Maximum Aggregate Building-to-Ground Area Percentage; Any parking structure or garage which is authorized by a Special Permit pursuant to Article IV, Section 4.3.2.9, 4.3.2.9.1, 4.3.2.9.2 and 4.3.4.9.3 shall NOT be included in the Maximum Aggregate Building-to Ground Area Percentage (pursuant to Section 5.2.0 of Article V) of the district within which it is built (exclusive of a parking structure within the BG District), and shall be subject to the provisions of Article IX, Section 9.2.0.

or to act in any other manner in relation thereto.

**MAIN MOTION: As Printed in the Warrant**

**RECOMMENDATION:** Planning 5-0;  
ZBRC 8-0-1; Land Use 5-0

**ACTION:**  
**Passed: 74 For – 3 Against - 1 Abstention**

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The business of the Town being concluded, a motion was made to adjourn, seconded and voted unanimously. Meeting was adjourned at 10:09PM.

Respectfully Submitted

*Amy E. Warfield*  
Town Clerk

**TOWN MEETING MEMBER MEETING  
THURSDAY, SEPTEMBER 9, 2021**

Held Hybrid following the OML requirements under Governor Charlie's Baker's March 12, 2020 order suspending certain provisions of the Open Meeting Law and the Governor's March 15, 2020 order imposing strict limitations on the number of people that may gather in one place.

At 7:00 P.M., the meeting was called to order by Amy Warfield, Town Clerk, the Town Meeting Members of Precincts 2, 3 & 7 assembled in the Town Hall Main Hearing room and on WEBex to fill the vacancies in their Precinct.

**Present from Pct 2** were Cindy Phillips, Doug Davidson, Myrna Saltman, Pat O'Brien, Ed Dube, Thomas Greeley, Ellie O'Connell, Angela Hanafin and Daniel Hanafin. There were two nominees who were present who were Shane Hanafin and Jeremy Harrington. A secret ballot on paper and virtual was taken, with Shane Hanafin receiving 5 votes and Jeremy Harrington receiving 4 votes. Shane Hanafin was declared the winner and will hold the seat until the next Town Election.

**Present from Pct 3** were Brain Pupa, Jeff Debona, Steve Marchase, Lucy Damini, Millie Nash, Steve Morin, Roger Riggs, Sean Connors, Joanne Frustaci, Gary Mercier and Shari Ellis. There were two nominees who were present who were Barbara Martinez and Chris Hartling. A secret ballot on paper and virtual was taken, with Chris Hartling receiving 6 votes and Barbara Martinez receiving 5 votes. Chris Hartling was declared the winner and will hold the seat until the next Town Election.

**Present from Pct 7** were David VanCamp, Jack Kelly, Jonathan Sachs, Michelle Papagno, Mark Woods, Tony Salamone, and Kimberly Severino. There were two nominees who were present who were Kristin Currier and Ryan McSheffery. A secret ballot on paper and virtual was taken, with Kristin Currier receiving 5 votes and Ryan McSheffery received 2 votes. Kristin Currier was declared the winner and will hold the seat until the next Town Election. The meeting was adjourned at 7:53 PM

**TOWN MEETING MEMBER MEETING  
MONDAY, JANUARY 25, 2021  
BURLINGTON HIGH SCHOOL AUDITORIUM  
AND VIRTUALLY**

Held Virtually following the OML requirements under Governor Charlie's Baker's March 12, 2020 order suspending certain provisions of the Open Meeting Law and the Governor's March 15, 2020 order imposing strict limitations on the number of people that may gather in one place.

**ADJOURNED TOWN MEETING  
MONDAY, SEPTEMBER 27, 2021  
FOGELBURG PERFORMING  
ARTS CENTER  
BURLINGTON HIGH SCHOOL**

A quorum being present, the meeting was called to order at 7:37 PM. The Moderator, Bill Beyer, called the meeting to order and lead the body in the Pledge of allegiance to the flag. Then the Moderator recognized the new Town Meeting Members, they had been sworn in by the Town Clerk previously, and reviewed the process that would be followed for the meeting. The Moderator had three motions at the beginning of the meeting. The first motion was accept

voting via the WebEx polling tool and show of hand counts in the 3 breakout rooms, the second motion was asked to set up three Deputy Moderators, one for each of the breakout rooms and the third in case it was needed, which are David Woodilla, Daniel Raske and Roger Bell, The final motion was to continue until Wednesday September 29, 2021 if the business of the Town was not completed tonight, it was moved and seconded; passed 85-1-2.

The Moderator also recognized our Audio/Video staff for tonight's meeting which were: Paul Fauller, Aydin Khalifa, Dillan Agarwalla, Joe Machado, Kasper Mcinnich

Now to the first Article:

**GENERAL ARTICLES**

**ARTICLE #1 RE: Reports of Town Officers & Committees**

**MAIN MOTION:** To hear and act on the reports of the Town Officers and Committees, or to act in any other manner in relation thereto.

A report was made by this Historical Committee regarding the celebrations coming up for the Nation's 250<sup>th</sup> and Burlington's 225<sup>th</sup>.

**ACTION: No voted required**

**ARTICLE #2 RE: Annual Town Election Date**

To see if the Town will vote to set the Annual Town Election for April 9, 2022; or to act in any other manner in relation thereto.

**MAIN MOTION: As printed in the Warrant**

**ACTION: Passed with a vote of 86-1-7**

**ARTICLE #3 RE: Will of Marshall Simonds**

To see if the Town will vote to accept from the Trustees under the will of Marshall Simonds an amount of \$65,656.54, for the improvement of Simonds Park, same to be expended under the direction of the Recreation Commissioners; or to act in any other manner in relation thereto.

**MAIN MOTION: As printed in the Warrant**

**RECOMMENDATIONS:** Select Board: 4-0-0  
Ways & Means 9-0

**ACTION: Passed with a vote of 89-0**

**ARTICLE #4 RE: Amend the FY22 Operating Budget**

To see if the Town will vote to amend Article 3 of the June 2021 Annual Town Meeting, "Fund FY2022 Operating Budget", by adjusting the amount appropriated in various lines by a sum of money; or to act in any other manner in relation thereto.

**MAIN MOTION:** It is hereby requested to see if the Town will vote to amend Article 3 of the May 2021 Annual Town Meeting, "Fund FY2022 Operating Budget", by adjusting the amount appropriated in various lines by an amount totaling \$500,000

Selectman (line 5)	\$65,000
Accounting (line 8)	\$30,000
Assessor (line 10)	\$30,000
Building (line 49)	\$20,000
Schools (line 55)	\$250,000
BOH (line 60)	\$30,000
COA (line 65)	\$25,000
YFS (line 71)	\$15,000
Library (line 73)	\$25,000
Recreation (line 76)	\$10,000
Total	\$500,000

**RECOMMENDATIONS:** Select Board: 4-0-0  
Ways & Means 11-0

**ACTION:** Passed with a vote of 70-27-6

**ARTICLE #5 RE: Francis Wyman Sewer Forcemain Reconstruction**

To see if the Town will vote to borrow, transfer from available funds, or otherwise provide the sum of \$4,000,000 for the purpose of paying costs for Reconstruction of the Force Main at the Francis Wyman Sewer Pumping Station, and costs incidental or related thereto, same to be spent under the direction of the Town Administrator; that to meet this appropriation, the Treasurer with the approval of the Select Board is hereby authorized to borrow \$4,000,000 pursuant to General Laws Chapter 44, Sections 7 or 8, or any other enabling authority, and to issue bonds and notes therefor; and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or to act in any other manner in relation thereto.

**MAIN MOTION: As printed in the Warrant**

**RECOMMENDATIONS:** Select Board: 4-0-0  
Ways & Means 10-0  
Capital Budget 5-0

**ACTION:** 2/3rds Req'd –  
Passed with a vote of 88-5-6

**ARTICLE #6 RE: Mill Pond PFAS Filter Addition**

To see if the Town will vote to borrow, transfer from available funds, or otherwise provide the sum of \$15,000,000 for the purpose of funding the construction of, and paying costs for designing, constructing, programming and configuration of Mill Pond PFAS Filter Addition and costs incidental or related thereto, same to be spent under the direction of the Town Administrator; that to meet this appropriation, the Treasurer with the approval of the Select Board is hereby authorized to borrow \$15,000,000 pursuant to General Laws Chapter 44, Sections 7 or 8, or any other enabling authority, and to issue bonds and notes therefor; and further, that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or to act in any other manner in relation thereto

**MAIN MOTION: As printed in the Warrant**

**RECOMMENDATIONS:** Select Board: 4-0-0  
Ways & Means 10-0  
Capital Budget 4-0-1

**ACTION:** 2/3rds Req'd –  
Passed with a vote of 85-9-7

**ARTICLE #7 RE: Transfer from Affordable Housing Fund – Affordable Housing Needs Assessment**

To see if the Town will vote to transfer from the affordable housing fund or otherwise provide the sum of \$30,000 or any other sum to fund consulting services for an affordable housing needs assessment, same to be spent under the direction of the Town Administrator and the Housing Partnership, or to act in any other manner in relation thereto.

Presentation was given by the Housing Partnership Committee's Kerry Donahue.

**MAIN MOTION: As printed in the Warrant**



**RECOMMENDATIONS:** Select Board: 4-0-0

Ways &amp; Means 11-0

Capital Budget 4-1

Land Use 7-0

**ACTION:** Passed with a vote of 75-14-5**ARTICLE #8 RE: Fund Appellate Tax Board Decision**

To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide a sum of \$TBD to cover the cost of interest calculated on property tax abatements; or to act in any other manner in relation thereto.

**MAIN MOTION:** To see if the Town will vote to transfer from stabilization the sum of \$150,000 to cover the cost of interest calculated on property tax abatements

**RECOMMENDATIONS:** Select Board: 4-0-0

Ways &amp; Means 11-0

**ACTION:** 2/3rds Req'd –

Passed with a vote of 78-2-10

**ARTICLE #9 RE: Phase 2A MWRA Water Connection**

This is a house keeping measure requested by Bond Counsel - Originally voted in January 25, 2021

**ACTION:** Passed; 85 FOR; 5 AGAINST

To see if the Town will affirm their vote of Article 8 of the January 25, 2021 Town Meeting that the Town will appropriate \$9,900,000, to be expended under the direction of the Town Administrator, to pay costs of water connection construction under Phase 2A and MWRA entrance fees, and for the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to M.G.L. c.44, §8, or any other enabling authority, and to issue bonds or notes of the Town therefor. All or any portion of this borrowing may be undertaken through the Massachusetts Water Resources Authority's Loan Program ("MWRA"). The Treasurer, the Town Administrator, and the Select Board are authorized to execute and deliver any and all documents and agreements that may be required by the MWRA in connection with any borrowing through the MWRA. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c.44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or to act in any other manner in relation thereto.

**MAIN MOTION:** As printed in the Warrant**RECOMMENDATIONS:** Select Board 4-0-0

Ways &amp; Means 10-0

**ACTION:** 2/3rds Req'd –

Passed with a vote of 72-6-10

**A MOTION WAS MADE TO TAKE ARTICLE #14 OUT OF ORDER TO BE DISCUSSED WITH ARTICLE #10 – IT WAS SECONDED AND PASSED****ARTICLE #10 RE: Home Rule Petition to Amend Chapter 686 of the Acts of 1970, as Amended**

To see if the Town will vote to authorize the Select Board to file a Home Rule Petition with the Great and General Court amending Chapter 686 of the Acts of 1970, as amended by Chapter 549 of the Acts of 1978, Chapter 469 of the Acts of 1986, Chapter 160 of the Acts of 1993, Chapter 133 of the Acts of 2011 and Chapter 106 of the Acts of 2017, to amend Section 4.0 to be:

**SECTION 4.** There shall be a total of eighteen (18) Town Meeting Members elected from each precinct. When a new precinct is added, the six (6) candidates who receive the highest number of votes shall be declared elected to a three-year term. The six (6) candidates in the precinct who receive the next highest number of votes shall be declared elected to a two-year term. The six (6) candidates who receive the next highest number of votes shall be declared elected to a one-year term. Thereafter, all such Town Meeting Members shall be elected to three (3) year terms.

In the event of a tie vote for the office of Town Meeting Member, the Town Clerk shall, within seven days of the election, call together at a convenient place, all the representative Town Meeting Members from the precinct in which the tie vote occurs and the candidates for that office who are affected by such tie. Under the supervision of the Town Clerk, any such ties shall be resolved by ballots cast by the elected precinct Town Meeting Members present.

A town meeting member who is removed by a revision of precincts from the precinct from which the member was elected shall not retain membership after the next annual election as an elected member from the precinct from which the member has been removed. The term of a town meeting member who is not removed by a revision of precincts from the precinct from which the member was elected shall not be affected by the revision.

**MAIN MOTION:** As printed in the Warrant**RECOMMENDATIONS:** BYLAW Review 3-0**ACTION:** Passed with a vote of 71-12-9



**ARTICLE #14 RE: Amending the General Bylaws –Article II**

To see if the Town will vote to amend Article 2, Section 2.0 Town Meeting Members, paragraph 5 as follows:

~~At the annual town election of 2012~~ There shall be a total of eighteen (18) Town Meeting Members elected from ~~each precinct. the newly created 7th precinct. When a new precinct is added,~~ The six (6) candidates who receive the highest number of votes shall be declared elected to a three-year term. The six (6) candidates in the precinct who receive the next highest number of votes shall be declared elected to a two-year term. The six (6) candidates who receive the next highest number of votes shall be declared elected to a one-year term. Thereafter, all such Town Meeting Members shall be elected to three (3) year terms.

In the event of a tie vote for the office of Town Meeting Member, **the Town Clerk shall, within seven days of the election, call together at a convenient place, all the representative Town Meeting Members from the precinct in which the tie vote occurs and the candidates for that office who are affected by such tie. Under the supervision of the Town Clerk,** any such ties shall be resolved by ballots cast by the elected precinct Town Meeting Members present.

**MAIN MOTION: As printed in the Warrant**  
**RECOMMENDATIONS: BYLAW Review 4-0**

**ACTION: Passed with a vote of 72-5-8**

Now continuing back to Article #11

**ARTICLE #11 RE: 117 South Bedford Street**

To see if the Town will authorize the Select Board to sell, convey and otherwise transfer, the property and structure(s) thereon, located at 117 South Bedford Street for the purpose of providing affordable housing and to determine in their judgment, the best method to effectuate same and to authorize the Board to enter into any and all agreements needed to complete said sale including but not limited to an affordable housing deed restriction, and further that any funds received for the sale of said property be transferred into the affordable housing fund; or take any action related thereto.

**MAIN MOTION: As printed in the Warrant**

**RECOMMENDATIONS: Select Board: 4-0-0**  
**Ways & Means 11-0-0**

**ACTION: 2/3rds Req'd –**  
**Passed with a vote of 82-2-6**

**ARTICLE #12 RE: Affordable Housing Trust**

To see if the Town will vote to accept G.L. c. 44 section 55C and amend the Town of Burlington General Bylaws by adding a new Article XV entitled Affordable Housing as follows:

Article XV – Affordable Housing**1.0 Affordable Housing Trust**

**1.1 Name of the Trust:** The trust shall be called the “Town of Burlington Affordable Housing Trust Fund.”

**1.2. Purpose:** The purpose of the Trust shall be to provide for the preservation and creation of affordable housing in the Town of Burlington for the benefit of low and moderate income households. In furtherance of this purpose, the Trustees are hereby authorized, in accordance with the procedures set forth herein, to acquire by gift, purchase or otherwise real property, personal property, or money, both tangible and intangible, of every sort and description; to use such property, both real and personal, and money in such manner as the Trustees shall deem most appropriate to carry out such purpose, provided however, that all property and money held by the Trust and the net earnings thereof shall be used exclusively for the preservation and creation in the Town of Burlington of affordable housing for the purposes for which this Trust was formed.

**1.3. Board of Trustees:** There shall be a board of trustees of the Burlington Affordable Housing Trust Fund, in this section called the board, which shall include five (5) Trustees, including two (2) members of the Select Board, with the Trustees to be appointed by the Select Board. Trustees shall serve for a term not to exceed two years. A quorum is to be three (3) authorized trustees of the board. Only persons who are residents of the Town of Burlington shall be eligible to hold the office of Trustee. Trustees shall serve for a term of two years, except that two of the initial trustee appointments shall be for a term of one year, and may be re-appointed at the discretion of the Select Board. Any Trustee who ceases to be a resident of the Town of Burlington shall cease to be a Trustee hereunder and shall promptly provide a written notification of the change in residence to the Board and to the Town Clerk. Any Trustee may resign by written instrument, signed and acknowledged by such Trustee and duly filed with the Town Clerk. If a Trustee shall die, resign, or for any other reason cease to be a Trustee hereunder before his/her term of office expires, a successor shall be appointed by the Select Board to fill such vacancy provided that in each case the said appointment and acceptance in writing by the Trustee so appointed is filed with the Town Clerk. Upon the appointment of any succeeding Trustee and the filing of such appointment the title to the Trust estate shall thereupon and without the necessity of any conveyance be vested in such succeeding Trustee jointly with the remaining Trustees. Reference to the Trustee shall mean the Trustee or Trustees for the time being hereunder.

**1.4. Meetings of the Trust:** The Trust shall meet at least quarterly at such time and at such place as the Trustees shall determine. Notice of all meetings of the Trust shall be given in accordance with the provisions of the Open Meeting Law, G.L. Chapter 39, Sections

23A, 23B and 23C. A quorum at any meeting shall be a majority of the Trustees, qualified and present in person.

1.5. Powers of Trustees: The powers of the board of trustees, all of which shall be carried on in furtherance of the purposes set forth in G. L. c.44 section 55C, shall include the following:

1.5.1 To accept and receive real property, personal property or money, by gift, grant, contribution, devise or transfer from any person, firm, corporation or other public or private entity, including but not limited to money, grants of funds or other property tendered to the trust in connection with any ordinance or by-law or any general or special law or any other source, including money from G. L. c. 44B; provided, however, that any such money received from G.L. c. 44B shall be used exclusively for community housing and shall remain subject to all the rules, regulations and limitations of that chapter when expended by the trust, and such funds shall be accounted for separately by the trust; and provided further, that at the end of each fiscal year, the trust shall ensure that all expenditures of funds received from said chapter 44B are reported to the community preservation committee of the city or town for inclusion in the community preservation initiatives report, form CP 3, to the department of revenue;

1.5.2 To purchase and retain real or personal property, including without restriction investments that yield a high rate of income or no income;

1.5.3 To sell, lease, exchange, transfer or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertaking relative to trust property as the board deems advisable notwithstanding the length of any such lease or contract;

1.5.4 To execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases, grant agreements and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the board engages for the accomplishment of the purposes of the trust;

1.5.5 To employ advisors and agents, such as accountants, appraisers and lawyers as the board deems necessary;

1.5.6 To pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the board deems advisable;

1.5.7 To apportion receipts and charges between incomes and principal as the board deems advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation depletion or otherwise;

1.5.8 To participate in any reorganization, recapitalization, merger or similar transactions; and to give proxies or powers of attorney with or without power of substitution to vote any securities or certificates of interest; and to consent to any contract,

lease, mortgage, purchase or sale of property, by or between any corporation and any other corporation or person;

1.5.9 To deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the board may deem proper and to pay, out of trust property, such portion of expenses and compensation of such committee as the board may deem necessary and appropriate;

1.5.10 To carry property for accounting purposes other than acquisition date values;

1.5.11 To borrow money on such terms and conditions and from such sources as the board deems advisable, to mortgage and pledge trust assets as collateral;

1.5.12 To make distributions or divisions of principal in kind;

1.5.13 To comprise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of this act, to continue to hold the same for such period of time as the board may deem appropriate;

1.5.14 To manage or improve real property; and to abandon any property which the board determined not to be worth retaining;

1.5.15 To hold all or part of the trust property uninvested for such purposes and for such time as the board may deem appropriate; and

1.5.16 To extend the time for payment of any obligation to the trust; and

1.5.17 To adopt rules and regulations from time to time not inconsistent with this bylaw or G.L. c. 44 sec 55C.

1.6. Acts of Trustees: A majority of Trustees may exercise any or all of the powers of the Trustees hereunder and may vote to allow the Chair to execute on behalf of the Trustees any and all instruments with the same effect as though executed by all the Trustees. No Trustee shall be required to give bond. No license of court shall be required to confirm the validity of any transaction entered into by the Trustees with respect to the Trust Estate.

1.7. Liability: Neither the Trustees nor any agent or officer of the Trust shall have the authority to bind the Town, except in the manner specifically authorized herein. The Trust is public employer and the Trustees are public employees for the purposes of G.L. Chapter 258. The Trust shall be deemed a municipal agency and the Trustees special municipal employees for the purposes of G.L. Chapter 268A.

1.8. Custodian of Funds: The Town Treasurer shall be the custodian of the funds of the Trust. The books and records of the Trust shall be audited annually by an independent auditor in accordance with accepted accounting practices for municipalities.

1.9. Duration of the Trust: This Trust shall be of indefinite duration, until terminated in accordance with applicable law. Upon termination of the Trust, subject to the payment of or making provisions for the payment of all obligations and liabilities of the Trust and the Trustees, the net assets of the Trust shall be transferred to the Town and held by the Select Board for affordable housing purposes. In making any such distribution, the Trustees may, subject to the approval of the Select Board, sell all or any portion of the Trust property and distribute the net proceeds thereof or they may distribute any of the assets in kind. The powers of the Trustees shall continue until the affairs of the Trust are concluded.

1.10. Titles: The title to the various Articles herein are for convenience only and are not to be considered part of said Articles nor shall they affect the meaning or the language of any such Article.

**RECOMMENDATIONS:** Select Board: 5-0

**ACTION:** Withdrawn

#### **ARTICLE #13 RE: Select Board Public Hearing Requirement**

To see if the Town will vote to amend Article IV of the General Bylaws of the Town of Burlington to add the following language:

1.14 Residential Housing Process: Before the Select Board approve, disapprove, send a letter of support, or commit any other action which involves the construction of four (4) or more residential units, pursuant to M.G.L. Section 40B, Sections 20-23 projects or other housing laws and regulations, the Select Board shall hold a public hearing. The Select Board shall vote on the matter at a subsequent meeting.

1.14.1 Public Hearing: Notice of the public hearing shall be advertised in a local newspaper and on the Town website not less than twenty-one (21) days prior to the scheduled date of the hearing and shall include the date, time, place and purpose of the hearing and a description of the residential project(s) under consideration.

1.14.2 Notifications: Details of the housing project(s) provided to the Select Board shall be sent to the Town Clerk and to all Town officers; the Town Meeting Moderator; the Building, Planning, and Conservation Departments; the Housing Partnership; the Town Meeting Land Use and Zoning Bylaws Review Committees; and town public safety agencies as soon as practicable.

1.14.3 Vote: A vote of the Select Board to approve or disapprove the housing project(s) shall be taken at a meeting of the Select Board not less than five (5) days subsequent to the public hearing. The vote shall be recorded and filed with the Town Clerk.

**MAIN MOTION:** To see if the Town will vote to amend Article IV of the General Bylaws of the Town of Burlington to add the following language:

1.14 Residential Housing Process: Before the Select Board can approve, disapprove, send a letter of support, or commit any other action which involves the construction of four (4) or more residential units, pursuant to M.G.L. Section 40b, Sections 20-23 projects or other housing laws and regulations, the Select Board shall hold a public hearing. The Select Board shall vote on the matter at a subsequent meeting.

1.14.1 Public Hearing: Notice of the public hearing shall be published in local media and on the Town website not less than twenty-one (21) days prior to the scheduled date of the hearing and shall include the date, time, place and purpose of the hearing and a description of the residential project(s) under consideration.

1.14.2 Notifications: Details of the housing project(s) provided to the Select Board shall be sent to the Town Clerk and to all Town officers; the Town Meeting Moderator; the Building, Planning, and Conservation departments; the Housing Partnership; the Town Meeting Land Use and Zoning Bylaws Review Committees; and town public safety agencies as soon as practicable. Notice of the public hearing shall be sent to all abutters and property owners within 300 feet of the site(s).

1.14.3 Vote: A vote of the Select Board to approve or disapprove or continue the housing project(s) shall be taken at a meeting of the Select Board not less than five (5) days subsequent to the public hearing. The vote shall be recorded and filed with the Town Clerk.

or to act in any other manner in relation thereto.

**RECOMMENDATIONS:** BYLAW Review 4-0

#### **MOTION WAS MADE TO AMEND THE QUESTION:**

Section 1.14.1 Public hearing from Twenty-One (21) days to fourteen (14) days, **IT WAS SECONDED.**

**ACTION:** Passed with a vote of 73-5-9.

#### **MOTION WAS MADE TO POSTPONE, IT WAS SECONDED.**

**ACTION:** Passed with a vote of 46-30-8 to Postpone



## ARTICLE #15 RE: General Bylaw Housekeeping Amendment

To see if the Town will vote to amend the General Bylaws, Article XIV, Section 6.0 Erosion and Sedimentation Control as follows: (highlighted in BOLD)

Correction the numbering of sections:

- 6.14.1 Pre-construction Meeting to **6.15.1 Pre-construction Meeting**
- 6.14.2 Commission/Board Inspections to **6.15.2 Commission/Board Inspections**
- 6.14.2.1 to **6.15.2.1 . . .**
- 6.14.2.2 to **6.15.2.2 . . .**
- 6.14.3 Permittee Self-Inspections to **6.15.3 Permittee Self-Inspections**
- 6.14.4 Access Permission to **6.15.4 Access Permission**
- 6.15 Surety to **6.16 Surety**
- 6.16 Final Reports to **6.17 Final Reports**
- 6.17 Enforcement to **6.18 Enforcement**
- 6.17.1 Orders to **6.18.1 Orders**
- 6.17.1.1 to **6.18.1.1 . . .**
- 6.17.1.2 to **6.18.1.2 . . .**
- 6.17.2 Criminal Penalty to **6.18.2 Criminal Penalty**
- 6.17.3 Non-Criminal Disposition to **6.18.3 Non-Criminal Disposition**
- 6.17.4 Appeals to **6.18.4 Appeals**
- 6.17.5 Remedies Not Exclusive to **6.18.5 Remedies Not Exclusive**
- 6.18 Certificate of Completion to **6.19 Certificate of Completion**
- 6.19 Severability to **6.20 Severability**

**MAIN MOTION:** As Printed in the Warrant

**RECOMMENDATIONS:** BYLAW Review 4-0

**ACTION:** Passed with a vote of 68-0-2

Motion was made to adjourn, seconded and voted 67-11-6. Meeting was adjourned at 10:57 PM, to reconvene on Wednesday, September 29 at 7:30 PM.

Respectfully Submitted

*Amy E. Warfield*  
Town Clerk

## ADJOURNED TOWN MEETING WEDNESDAY, SEPTEMBER 29, 2021 FOGELBURG PERFORMING ARTS CENTER BURLINGTON HIGH SCHOOL

A quorum being present, the meeting was called to order at 7:37 PM. The Moderator, Bill Beyer, called the meeting to order and lead the body in the Pledge of allegiance to the flag, he introduced the Audio/Video staff for tonight's meeting included: Paul Fauller, Aydin Khalifa, and Dillan Agarwalla,. The Moderator then names the Deputy Moderator for each of the breakout rooms which are David Woodilla, and Roger Bell, now to the next Article:

### ARTICLE #16 RE: Amendment to the Town General Bylaws – Article II, Section 1.2 - Warrants

To see if the Town will vote to add a new paragraph (1.2.3) between the paragraphs 2 and 3 of Article II, Section 1.2 – Warrants and add numbering to the paragraphs as follows:

#### 1.2 Warrants

1.2.1 Warrants for Town Meeting sessions shall be issued by the Select Board to the Town Meeting Members, Moderator and Town Clerk, and a copy shall be posted on the Town Bulletin Board at least fourteen (14) days before the meeting is to convene. The Select Board shall include in the warrant all subjects which are requested of them in writing by any elected Town Meeting Member, the Moderator, the School Committee, or any other person authorized by State Statute or Town Bylaw.

1.2.2 The date by which the Select Board shall receive Zoning articles, by petition or otherwise, for inclusion in the warrant for Town Meeting shall be no later than ninety (90) days before the meeting notwithstanding the provisions of Chapter 686 of the Acts of 1970, Section 12(a) relating to Special Town Meetings. Pursuant to MGL Chapter 40A, Section 5, The Select Board shall within fourteen days of receipt of such zoning ordinance or by-law submit it to the Planning Board for review. No zoning ordinance or by-law or amendment thereto shall be adopted until after the Planning Board has held a public hearing, at which interested persons shall be given an opportunity to be heard. Said public hearing shall be held within sixty-five days after the proposed zoning ordinance or by-law is submitted to the Planning Board. No vote to adopt any such proposed ordinance or by-law or amendment thereto shall be taken until a report with recommendations by the Planning Board. The Select Board is not



prohibited from inserting in the warrant, after that date, articles which, in the Board's opinion, are of such importance to the welfare of the Town as to make their consideration at such meeting necessary or desirable.

1.2.3 The date by which the Select Board shall receive General By-law articles, by petition or otherwise, for inclusion in the warrant for Town Meeting shall be no later than ninety (90) days before the meeting notwithstanding the provisions of Chapter 686 of the Acts of 1970, Section 12(a) relating to Special Town Meetings. The Select Board is not prohibited from inserting in the warrant, after that date, articles which, in the Board's opinion, are of such importance to the welfare of the Town as to make their consideration at such meeting necessary or desirable.

1.2.4 The date by which the Select Board shall receive all other articles, by petition or otherwise, for inclusion in the warrant for Town Meeting shall be no later than forty-five days before the meeting notwithstanding the provisions of Chapter 686 of the Acts of 1970, Section 12(a) relating to Special Town Meetings. The Select Board are not prohibited from inserting in the warrant, after that date, articles which, in the Board's opinion, are of such importance to the welfare of the Town as to make their consideration at such meeting necessary or desirable.

**MAIN MOTION: As printed in the Warrant**

**RECOMMENDATIONS: BYLAW Review 5-0**

**ACTION: Passed with a vote of 67-7-3**

**ARTICLE #17 RE: Amendment to the  
Town General Bylaws --  
Rename the Bylaw Review  
Committee**

To see if the Town will vote to amend the Burlington General Bylaws as follows:

- Table of Contents, Article V, Section 2.0 – Moderator Appointments, 2.3 – Change the title to General Bylaw Review Committee;
- Article I, Section 1.0, § 1.1 – Change in each place that the Bylaw Review Committee is named, to General Bylaw Review Committee; and
- Article 5, Section 2.0 – Change in each place that the Bylaw Review Committee is named, to General Bylaw Review Committee.

**ACTION: WITHDRAWN**

**ARTICLE #18 RE: An Act Relative to  
Changing the Name of the  
High-Rise Industrial (IH)  
District to the Innovation (I)  
District in the Town of  
Burlington**

To see if the Town will vote to amend the Town of Burlington Zoning Bylaws and Zoning Map by deleting the words "High-Rise Industrial" each time it appears in said bylaws and inserting the words "Innovation" in place thereof, and further, deleting the word "(IH)" each time it appears and inserting in place thereof the term "I" or to act in any other manner in relation thereto.

**MAIN MOTION: As Printed in the Warrant**

**RECOMMENDATIONS: Planning 7-0-0  
ZBRC 8-0-0**

**ACTION: 2/3<sup>rd</sup> Req'd –  
Passed with a vote of 72-3-10**

**ARTICLE #19 RE: Amend Zoning Map and  
Rezone Property to the  
High-Rise Industrial (IH)  
District**

To see if the Town will vote to amend the Zoning Map of the Town of Burlington to rezone certain property located at:

- 1 Rounder Way, said land is further identified as being the parcel as shown generally on the Town of Burlington Assessor's Map 52 Parcel 5-0. To rezone from the General Industrial (IG) District to the **High-Rise Industrial (IH) District**, consisting of approximately 3.50 acres.

**MAIN MOTION: As Printed in the Warrant**

**RECOMMENDATIONS: Planning 5-2-0  
Land Use 7-0-0**

**MOTION WAS MADE TO MOVE THE  
QUESTION, AND SECONDED. Passed with a  
vote of 70-7-5. Main Motion was then moved.**

**ACTION: 2/3<sup>rd</sup> Req'd –  
Passed with a vote of 72-4-8**

**ARTICLE #20 RE: Amend Zoning Map and  
Rezone Property to the High  
Rise Industrial (IH) District**

Life Science Cluster "D-1"

To see if the Town will vote to amend the Zoning Map of the Town of Burlington to rezone certain property located at:

- 1 Wall Street, said land is further identified as being the parcel as shown generally on the Town of Burlington Assessor's Map 48 Parcel 37-2. To rezone portion of parcel from the General Industrial (IG) District and the General Business (BG) District to the High Rise Industrial (IH) District, specifically excluding the portion of parcel in the Planned Development (PD) District, consisting of approximately 6.0 acres, and

- 20 Wall Street said land is further identified as being the parcel as shown generally on the Town of Burlington Assessor's Map 48 Parcel 37-3. To rezone from the General Business (BG) District to the High Rise Industrial (IH) District, consisting of approximately 2.9 acres,

**MAIN MOTION: As printed in the Warrant**

**RECOMMENDATIONS:** Planning 6-1-0  
Land Use 7-0

**MOTION WAS MADE TO MOVE THE QUESTION, AND SECONDED. Passed with a vote of 72-10-5. Main Motion was then moved.**

**ACTION: 2/3 Req'd**  
**Passed with a vote of 80-4-0**

## **ARTICLE #21 RE: Amend Zoning Map and Rezone Property to the High Rise Industrial (IH) District**

### Life Science Cluster "D-2"

To see if the Town will vote to amend the Zoning Map of the Town of Burlington to rezone certain property located at:

- 2 Wall Street, said land is further identified as being the parcel as shown generally on the Town of Burlington Assessor's Map 48 Parcel 37-0. To rezone portion of parcel from the General Industrial (IG) District and the General Business (BG) District to the High Rise Industrial (IH) District, specifically excluding the southerly portion of the parcel containing the existing building, patio and entrance, consisting of approximately 1.0 acre, as shown as Parcel 13-A on a plan entitled Wall Street – Proposed Life Science Cluster, dated August 26, 2021, and

- 10 Wall Street said land is further identified as being the parcel as shown generally on the Town of Burlington Assessor's Map 48 Parcel 37-1. To rezone from the General Business (BG) District to the High Rise Industrial (IH) District, specifically excluding the southerly portion of the parcel containing the existing building, walkway and entrances, consisting of approximately 1.8 acres, as shown as Parcel 16-A

on a plan entitled Wall Street – Proposed Life Science Cluster, dated August 26, 2021.

**MAIN MOTION: As printed in the Warrant**

**RECOMMENDATIONS:** Planning 1-6-0  
Land Use 7-0

**ACTION: 2/3 Req'd**  
**Passed with a vote of 55-27-5**

The business of the Town being concluded, a motion was made to adjourn, seconded and voted on 48-0-3. Meeting was adjourned at 9:56 PM.

Respectfully Submitted

*Amy E. Warfield*  
Town Clerk

TOWN OF BURLINGTON									Student Vote
FINAL TALLY SHEET									
April 10, 2021									
Election									
# Eligible Voters Total Votes Cast Percent									
									17,371
									2,875
									16.55%
PRECINCT	1	2	3	4	5	6	7	GRAND TOTAL	
TOTAL VOTES CAST	581	214	454	380	485	437	324	2,875	
TOWN CLERK - 5 YR (1)									
Blanks	12	15	16	23	23	25	11	125	
Amy E. Warfield *	467	171	364	307	399	357	266	2,331	
Joseph J. Welch	102	27	74	50	63	55	47	418	
Write-ins	0	1	0	0	0	0	0	1	
TOTAL	581	214	454	380	485	437	324	2,875	0
MODERATOR - 1 YR (1)									
Blanks	161	77	134	120	168	153	86	899	
William Beyer *	417	137	316	257	313	284	238	1,962	
Write-ins	3	0	4	3	4	0	0	14	
TOTAL	581	214	454	380	485	437	324	2,875	0
SELECTMEN - 3 YR (2)									
Blanks	188	70	170	122	168	133	105	956	
Joseph Morandi*	334	120	237	210	267	239	175	1,582	
Michael Runyan*	332	120	254	196	270	274	204	1,650	
Shari Ellis	301	116	240	227	257	217	164	1,522	
Write-ins	7	2	7	5	8	11	0	40	
TOTAL	1,162	428	908	760	970	874	648	5,750	0
ASSESSOR - 3 YR (1)									
Blanks	159	78	138	119	162	153	82	891	
Paul Sheehan*	420	136	316	260	323	284	242	1,981	
Write-ins	2	0	0	1	0	0	0	3	
TOTAL	581	214	454	380	485	437	324	2,875	0
SCHOOL COMMITTEE - 3 YR (1)									
Blanks	179	83	134	120	165	155	93	929	
Martha A. Simon*	395	130	315	259	317	281	224	1,921	
Write-ins	7	1	5	1	3	1	7	25	
TOTAL	581	214	454	380	485	437	324	2,875	0
LIBRARY TRUSTEES - 3 YR (2)									
Blanks	349	168	300	254	355	316	202	1,944	
Kevin T. Sheehan*	418	138	318	261	319	289	237	1,980	
Ram Rao Voruganti*	395	122	288	245	295	269	209	1,823	
Write-ins	0	0	2	0	1	0	0	3	
TOTAL	1,162	428	908	760	970	874	648	5,750	0
PLANNING BOARD - 5 YR (1)									
Blanks	150	64	127	122	159	141	90	853	
Joseph A. Impemba*	429	150	327	257	325	292	232	2,012	
Write-ins	2	0	0	1	1	4	2	10	
TOTAL	581	214	454	380	485	437	324	2,875	0
BOARD OF HEALTH - 3 YR (2)									
Blanks	372	177	343	276	378	324	211	2,081	
David McSweeney *	405	126	291	246	286	277	232	1,863	
Andrea Sheehan *	383	125	274	238	305	273	205	1,803	
Write-ins	2	0	0	0	1	0	0	3	
TOTAL	1,162	428	908	760	970	874	648	5,750	0
HOUSING AUTHORITY - 5 YR (1)									
Blanks	150	62	129	116	170	132	77	836	
Brian P. Curtin	428	152	324	263	314	303	246	2,030	
Write-ins	3	0	1	1	1	2	1	9	
TOTAL	581	214	454	380	485	437	324	2,875	0
RECREATION COMM. - 3 YR (1)									
Blanks	159	77	128	112	148	157	79	860	
David H. Norden*	421	137	325	268	334	280	245	2,010	
Write-ins	1	0	1	0	3	0	0	5	
TOTAL	581	214	454	380	485	437	324	2,875	0
RECREATION COMM. - 1 YR (1)									
Blanks	161	73	130	122	163	144	93	886	
Stephen A. Nelson	417	141	324	258	320	293	230	1,983	
Write-ins	3	0	0	0	2	0	1	6	
TOTAL	581	214	454	380	485	437	324	2,875	0
Shawsheen Technical High School - 3 YR (1)									
Blanks	87	46	75	51	63	70	39	431	
Michael Kelly	189	70	130	95	127	154	120	885	
Christine Kim	305	98	249	233	294	213	164	1,556	
Write-ins	0	0	0	1	1	0	1	3	
TOTAL	581	214	454	380	485	437	324	2,875	0



PRECINCT 1									
TOWN MEETING - 3 YR (6)									
Blanks	1,011								1,011
William S. Boivin	350								350
Donna D. Gregorio*	365								365
Michael J. Hardy*	325								325
Mark S. Saia*	340								340
Adam Senesi*	299								299
David J. Woodilla*	308								308
Christopher Campbell	261								261
Joshua Rappaport	222								222
Write-ins	5								5
TOTAL									
	3,486								3,486
PRECINCT 1									
TOWN MEETING - 2 YR (1)									
Blanks	175								175
Dina S. Wassaf	403								403
Write-ins	3								3
TOTAL									
	581								581
PRECINCT 1									
TOWN MEETING - 1 YR (1)									
Blanks	184								184
Mimi Bix-Hylan	393								393
Write-ins	4								4
TOTAL									
	581								581
PRECINCT 2									
TOWN MEETING - 3 YR (6)									
Blanks		427							427
Eleanor N. O'Connell*		166							166
Gene J. Rossi*		138							138
John J. Ryan*		135							135
Mryna A. Saltman*		140							140
Kimberley A. Trainor*		137							137
Laura Beth Vittum		140							140
Write-ins		1							1
TOTAL									
		1,284							1,284
PRECINCT 3									
TOWN MEETING - 3 YR (6)									
Blanks			902						902
Lucy M. Damiani*			306						306
Joanne Frustaci*			253						253
Stephen G. Marchese, Sr.*			269						269
Mildred J. Nash*			311						311
Paul Gerard Noonan*			255						255
Julianne Ouellet			236						236
Tammy St.Pierre Hall			187						187
Write-ins			5						5
TOTAL									
			2,724						2,724
PRECINCT 4									
TOWN MEETING - 3 YR (6)									
Blanks				726					726
Joan B. Hastings*				264					264
Tamara L. Maniscaldo*				255					255
Frank P. Monaco*				265					265
Laura G. Nichols*				255					255
Eileen Claire Sickler*				260					260
Nancy Bonassera				251					251
Write-ins				4					4
TOTAL									
				2,280					2,280
PRECINCT 4									
TOWN MEETING - 1 YR (2)									
Blanks				453					453
Douglas A. Hastings				197					197
Bevin V. Nichols				106					106
Write-ins				4					4
TOTAL									
				760					760
PRECINCT 5									
TOWN MEETING - 3 YR (6)									
Blanks					974				974
Patricia J. Angelo*					298				298
Thomas M. Carlson*					281				281
Mark Donahue*					267				267
Albert I. Fay, Jr*					280				280
Christopher Paul Murphy*					280				280
Ernest R. Zabolotny *					231				231
Christine Robinson Conceison					294				294
Write-ins					5				5
TOTAL									
					2,910				2,910
PRECINCT 5									
TOWN MEETING - 1 YR (1)									
Blanks					429				429
Write-ins Chritine Conceison					8				8
Write-ins Blank					39				39
Write-ins all others					9				9
TOTAL									
					485				485
PRECINCT 6									
TOWN MEETING - 3 YR (6)									
Blanks						961			961
Roger A. Bell*						272			272
Daniel R. Dittucci*						287			287



Gary B. Kasky*						268		268
Salvana Shakaib*						265		265
Elizabeth Amanda DiTucci						283		283
Nicole Sprinkle Kadlak						283		283
Write-ins						3		3
TOTAL						2,622		2,622
PRECINCT 6								
TOWN MEETING - 1 YR (2)								
Blanks						299		299
James Robert Fraczek						285		285
William F. Trelegan						289		289
Write-ins						1		1
TOTAL						874		874
PRECINCT 7								
TOWN MEETING - 3 YR (6)								
Blanks						806		806
Elliot C. Brown*						222		222
Cody A. Case*						224		224
Brenda Haney *						229		229
Lois M Smith-Martin*						219		219
Mark E. Woods*						224		224
Write-ins						20		20
TOTAL						1,944		1,944
PRECINCT 7								
TOWN MEETING - 1 YR (1)								
Blanks						75		75
Anthony John Salamone III						248		248
Write-ins						1		1
TOTAL						324		324

The polls were open at 8:00 A.M. at the Burlington High School. All precinct workers were sworn in by the Wardens, machines and ballot boxes were all checked, memory packs were sealed, and all counters were set at zero. The polls closed at 8:00 P.M.

Wardens:	Votes Cast	Registered Voters	%
Prec. 1 Elliot Chikosky	581	2,711	21.4%
Prec. 2 Kevin McKelvey	214	1,835	11.7%
Prec. 3 Sue Ellen McGillick	454	2,531	17.9%
Prec. 4 Patricia Stanford	380	2,326	16.3%
Prec. 5 Mark Camelli	485	2,598	18.7%
Prec. 6 Sally Willard	437	2,588	16.9%
Prec. 7 Tami Atwood	324	2,782	11.6%
		17,371	
Inactive Voters		1,453	

The above figures includes 696 Absentee & Vote by Mail Ballots cast 1=105, 2=60, 3=113, 4=99, 5=110, 6=122, 7=87.  
The above figures includes 787 Early In-Person Ballots cast 1=179, 2=57, 3=114, 4=102, 5=135, 6=110, 7=87.

VOTER PROFILE:	AGE	Count of Age Group	%
	18-30	2987	17.2%
	31-40	2442	14.1%
	41-50	2627	15.1%
	51-60	3183	18.3%
	61-70	2800	16.1%
	71-80	1960	11.3%
	80+over	1372	7.9%
	Total	17371	

WEATHER: Mostly Sunny and in the 70s

\*Denotes Candidate for Re-election

Attest:  
Amy E. Warfield, CMC  
Town Clerk

PRECINCT	1	2	3	4	5	6	7	Total
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## FRONT AND BACK COVER

Phase I of Burlington's DPW/Recreation Maintenance Facility is complete. The Building is located at 10 Great Meadow Road and is now home to DPW's Central Maintenance Division and the Parks and Recreation Department's Maintenance Division.

**PHOTOGRAPHER:** *Terri Keene*